

Township of Stirling-Rawdon Job Description

Position Title: Winter Patrol Labourer – Temporary 6 Months Contract

Department: Public Works

Reports to: Public Works Manager

Status: Full-Time Temporary – 6 Months - Seasonal CUPE contract

Date Revised: October 18, 2025

Job Summary / Purpose

Under the direction of the Public Works Manager or designate, the Winter Patrol Labourer is responsible for monitoring, maintaining, and reporting on road and weather conditions to ensure the safe operation of Township roads during the winter season. The position conducts routine inspections of roads, equipment, and facilities, performs minor repairs and manual labour, and provides accurate documentation of patrol findings and maintenance activities.

The position requires sound judgment, safe work practices, and the ability to work independently in variable and severe weather conditions. The Winter Patrol Labourer plays a key role in ensuring public safety by responding promptly to changing weather, road conditions, and emergencies.

This full-time six (6) month contract position works weeknights, Sunday to Thursday, from 11:00 p.m. to 7:00 a.m., from November 2025 through April 2026, with additional hours as required to address weather events or emergencies.

If successful applicant has a DZ licence and is requested to operate larger equipment, Operator rates will be paid with prior supervisor approval.

Duties and Responsibilities

- Perform winter patrol duties on assigned routes, monitoring, assessing, and documenting road and weather conditions in accordance with Township procedures and Minimum Maintenance Standards.
- Identify and report hazards such as icy conditions, drifting snow, flooding, or obstructions, and recommend appropriate action to ensure public safety.
- Operate Township vehicles and equipment for patrol purposes and assist with snow and ice control activities when required.
- Maintain accurate patrol logs, inspection reports, and records of road conditions, maintenance activities, and material use.

- Conduct daily circle checks on vehicles and equipment, report defects or maintenance needs, and ensure all equipment is in safe working order.
- Erect or remove advisory and regulatory signs as directed and assist with traffic control during emergencies or maintenance work.
- Perform minor maintenance, repairs, and general labour as assigned, including shoveling, small repairs, and upkeep of Public Works yards and buildings.
- Respond promptly to weather events, emergencies, and after-hours calls as directed by the Public Works Manager or designate.
- Maintain a clean, organized, and safe work environment, ensuring vehicles and equipment are properly cleaned and stored after use.
- Work safely and in compliance with the Occupational Health and Safety Act and Township policies, promptly reporting hazards or incidents.
- Provide courteous and professional service to co-workers and the public, working effectively both independently and as part of a team.
- Carry out other related duties assigned to support departmental and municipal operations.

Knowledge, skills and abilities

- Knowledge of winter control operations, including snow plowing, sanding, salting, and general winter road maintenance.
- Knowledge of municipal road construction and maintenance techniques, including safe operation of heavy equipment and vehicles.
- Understanding of construction safety practices and the Occupational Health and Safety Act.
- If a DZ licence is available - Ability to safely and competently operate snowplows, loaders, tractors, and other winter control equipment.
- Strong communication and record-keeping skills with the ability to complete patrol logs and maintenance reports accurately.
- Ability to work independently with minimal supervision and to make sound decisions under changing weather and road conditions.
- Flexibility to work irregular hours, shift work, overtime, and be on-call during winter months.

Qualifications and Experience

- Ontario Secondary School Diploma or equivalent (Grade 12).
- of two (2) years of relevant work experience, ideally with a background in patrolling and maintaining municipal roads/sidewalks.
- General knowledge of road maintenance and construction methods.
- Basic knowledge of mechanics, construction procedures and equipment operations.

- Knowledge of the Provincial Minimum Maintenance Standards.
- Excellent verbal communication skills.
- Valid class "G" driver's licence with a clean driver's abstract (DZ would be considered an asset).
- Knowledge of the Occupational Health & Safety Act.

Direct Reports

- None

Working Conditions

- Extended and irregular hours beyond the normal working day, particularly during winter weather events, with shift work, on-call duties, and overtime as required. The full-time contract position will work weeknights, Sunday to Thursday, from 11:00 pm to 7:00 am, beginning November 2025 through April 2026, with additional hours as needed to respond to weather conditions or emergency situations.
- Frequent and regular outdoor work in variable and severe weather conditions, including snow, freezing rain, rain, hot and cold temperatures, wind, and low visibility.
- May be required to operate equipment for extended periods (3-4 hours) with minimal breaks, especially during snow and ice control operations.
- Frequent moderate and occasional heavy physical activity, including shoveling and manual labour tasks.
- Exposure to noise, vibration, and potential hazards associated with equipment operation, road work, and weather conditions.
- May occasionally be required to attend meetings, programs, or events at various Township facilities, requiring travel.
- Work may include locations with exposure to sensory elements such as waste materials and odours.

Note: The job description reflects the primary duties and responsibilities of this position and should not be construed to describe in detail all duties and responsibilities of the job.