



The Corporation of The Township of Hilton
2983 Base Line, Hilton Beach, ON P0R 1G0
Tel: 705-246-2472 ~ Email: admin@hiltontownship.ca
Website: hiltontownship.ca

Job Opportunity

Job Title: Road Superintendent/Public Works Foreman

Remuneration: Benefits, pension, salary will commensurate with experience and Skills

The Township of Hilton is seeking a multi-position person to fill the role of Road Superintendent/Public Works Foreman. This is a full-time permanent position.

Key areas of responsibility include road maintenance, fleet management, winter control operations, building maintenance, cemetery and parks maintenance.

The ideal candidate plans, co-ordinates and monitors daily, weekly, yearly operations, ensures Occupational Health and Safety practices are strictly observed, and supervisory and safety components are met. The Road Superintendent/Public Works Foreman is required to be on-call and work unusual/extended hours as required at a minimum of 40 hours per week.

Reporting Relationship: Reports to the Township Council

Major Equipment: Backhoe, Tractor Mower, Grader, Snow Plow, Excavator, Chainsaw

Minimum Qualifications:

- Must have, and maintain, a valid class "DZ" driver's license with a minimum 2 years' clean driver abstract.
- Able to operate and direct maintenance on various pieces of equipment; grader, backhoe, tractor, dump truck & snowplow.
- Thorough knowledge of the construction and maintenance of municipal roads, bridges and other related infrastructure including legislated requirements.
- A demonstrated management, supervisory, organizational, and leadership ability.
- Grade 12 graduate or equivalent

Preferred Qualifications:

- A valid class "AZ" driver's license with a minimum 2 years' a clean driver abstract.
- Post-secondary education in a field related to municipal infrastructure such as civil engineering or the successful completion of an equivalent professional training program such as the Certified Roads Supervisors (CRS) Certified Road Supervisor (CRS-I, CRS-S) from AORS.
- Road School courses as provided by the Ontario Good Roads Association.
- Knowledge of all municipal services including roads, bridges, policies, fleet management.
- An excellent knowledge of related legislation, pertinent to roads construction and maintenance such as the Highway Traffic Act, Municipal Act, Technical Standard and Safety Act, OHSA, Minimum Maintenance Standards, Ontario Provincial Standards, Drainage Act, Fisheries Act, and Endangered Species Act., CVOR record keeping.
- Certification in: Chainsaw, CPR/First Aid and, Working at Heights, or a willingness to complete.
- Able to use Microsoft Office Suite

The full job description is available at www.hiltontownship.ca.

How to apply: Please submit your resume and cover letter by Friday, May 23, 2025 to:

Sara Dinsdale, CAO/Clerk-Treasurer
Township of Hilton
2983 Base Line, Hilton Beach, ON P0R 1G0
Email: admin@hiltontownship.ca using the Subject Line "Road Superintendent/Public Works Foreman"

We thank all candidates for their interest, however, only those candidates selected for an interview will be contacted. Candidates are encouraged to advise us of any accommodation measures you may require during the selection process. Information received relating to accommodation needs will be addressed confidentially. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of candidate selection.