



Position: Public Works Labourer

Status: Regular, Full Time (vacant)

(7:00 a.m.– 3:00 p.m. Monday – Friday: rotational on-call schedule, including weekends, 4-day compressed work week schedule from May - September (6:00 a.m. – 4:00 p.m.)

Start Date: ASAP

Hourly Range: \$27.29 – \$31.93 (40 hours per week, not including overtime)

Annual Salary: \$49,670 - \$58,107

Location: 45 James Bay Junction, Seguin Ontario

Closing Date: October 2, 2026. Resume and cover letter to be remitted in one PDF document.

Position Summary

Reporting to the Supervisor, Public Works, the Public Works Labourer will provide year-round maintenance to all Township transportation related infrastructure including but not limited to roads, ditches, signage, culverts, bridges, facilities, marina as well as assist with waste management transportation.

Township of The Archipelago

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnídoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve shared goals. You like problem solving, expanding your horizons and making positive impacts on your community and beyond.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. In addition to the beauty of the area, in this position you will receive extended group health and dental benefits, access to the Employee and Family Assistance Program (EFAP) and participate in the Ontario Municipal Employees Retirement System pension plan (OMERS).

What You'll Do

- Operate vehicles and equipment for the purpose of maintaining infrastructure and services.
- Perform minor maintenance work including carpentry, masonry and general labour.



What You'll Do Cont'd

- Assist with construction, including but not limited to: dock building and repair, concrete forms, waste disposal, general road construction.
- Safe operation and maintenance of a wide variety of construction/landscaping related equipment including but not limited to:
 - Backhoe
 - Loader
 - Pickup trucks
 - Chainsaw
 - Weed eater
 - Mower
 - Other equipment/power tools as required including jackhammers, saws and shovels
- Perform routine maintenance tasks such as patrol/inspections, road repairs, potholes, shoulder repairs, clearing debris, cleaning illegal dumping, sign replacement and new installs, roadside vegetation pruning/tree trimming, mechanical repairs, install and disconnect docks, traffic control as well as responding to emergency situations such as storm clean up, floods, or washouts.
- Operate in a safe manner and comply with the Occupational Health and Safety Act requirements and The Archipelago's safety policies.
- Conduct all other relevant duties assigned by the Supervisor.

Education

- Minimum High School Diploma. Construction-related courses are an asset.
- Computer literacy is considered an asset.

Experience and Skill

- Minimum 2 years related experience with construction or maintenance work preferred.
- Class G driver's license a requirement.
- Experience performing snowplow operations using a pickup truck.
- Ability to lift and move 40 lbs on a regular basis.
- Demonstrated ability to work safely in a remote and lone-worker setting.
- Able to walk, climb stairs, ladders, kneel, bend and traverse over uneven terrain and work in all weather conditions.
- Possess and maintain a Pleasure Craft Operators Card (PCOC) and be comfortable being on and around water.
- Ontario Traffic Manual Traffic Control Book 7 Training an asset



Experience and Skill Cont'd

- Strong organizational, teamwork and problem-solving skills.
- Solid interpersonal skills that enable positive engagement with all stakeholders.
- Ability to intake, manage, complete work in a timely and efficient manner and process and retain confidential information.

Resumes directed to: the Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter submitted in one pdf document

We thank you for your interest, however only candidates under consideration will be contacted.

The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.