



BONFIELD TOWNSHIP

365 HIGHWAY 531 Telephone: 705-776-2641
BONFIELD ON P0H 1E0 Fax: 705-776-1154
Website: <http://www.bonfieldtownship.com>

The Township of Bonfield is currently seeking an experienced and highly motivated individual to assume the responsibilities of a

PUBLIC WORKS LEADHAND

Bonfield is a rural municipality with a population of 2,146 and 114 kms of roadway in the District of Nipissing, located along Highway 17 East. The community is experiencing residential growth as the trend continues for people wanting to move to a quieter lifestyle while maintaining the quality of life enjoyed being surrounded by nearby cities. There are several lakes within the region and plenty of recreational and cultural facilities allowing for diverse and exciting experiences for all ages.

Reporting to the Public Works Manager this position combines hands-on work with leadership responsibilities, ensuring that municipal infrastructure is maintained safely, efficiently, and in compliance with provincial standards. The position oversees and conducts maintenance tasks and the operation of municipal buildings, fleet and infrastructure. These include all municipally owned & operated buildings, water drainage systems, roads, sidewalks, parks, cemeteries and green spaces.

A full description is available on the website www.bonfieldtownship.com.

The ideal candidate will possess the following:

- Knowledge of proper mechanical & vehicle maintenance and operation
- Good conflict resolution & customer service skills
- Excellent Leadership and Team Coordination
- Ontario class "D" drivers licence with a "Z" endorsement in good standing
- OSSD preferred with courses in T.J Mahoney Road School &/or C.S Anderson Road School considered an asset
- Minimum of 3-5 years of progressive experience in municipal public works or construction
- Strong knowledge and experience with road maintenance and infrastructure

The normal hours of the position will be 40 hours over a 5-day period Monday-Friday. However, the employee will work some evenings and weekends depending on after hour calls, emergency situations, garbage/brush removal, and winter snow removal. This is a union position with the starting wage of \$32-33.15/hour (2026).

Please submit cover letter and resume to the undersigned. Applications will be accepted until Friday, September 25, 2026.

Nicky Kunkel
CAO Clerk Treasurer
365 Hwy 531 Bonfield ON P0H 1E0
Cao.clerk@bonfieldtownship.com

We thank all applicants for their interest in this position, however, only those selected to be interviewed will be contacted. Please respond by one method of application only. The Township is an equal opportunity employer. Please notify of any accommodation at time of interview. All information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

Job Position: Public Works Lead Hand

Summary: The Public Works Lead Hand plays a key supervisory role in the day-to-day operations of the Public Works Department. This position combines hands-on work with leadership responsibilities, ensuring that municipal infrastructure is maintained safely, efficiently, and in compliance with provincial standards. The position oversees and conducts maintenance tasks and the operation of municipal buildings, fleet and infrastructure. These include all municipally owned & operated buildings, water drainage systems, roads, sidewalks, parks, cemeteries and green spaces.

Key Responsibilities

Operations & Supervision

- Organize, schedule, and supervise crews for road maintenance, snow removal, drainage, signage, and other public works activities.
- Provide on-site leadership for construction and maintenance projects.
- Conduct road patrols and inspections; document findings and assign tasks accordingly.
- Ensure safe work practices in compliance with the Occupational Health and Safety Act.

Equipment & Infrastructure

- Operate and oversee use of municipal equipment (e.g., grader, loader, snowplow, dump truck).
- Perform and supervise maintenance of roads, sidewalks, culverts, catch basins, and signage.
- Support cemetery operations, landfill maintenance, and parks upkeep as required.

Administration & Reporting

- Complete and review daily logs, inspection reports.
- Collaborate with Public Works Manager regarding all department matters
- Report incidents, hazards, and public complaints to the Public Works Manager.
- Assist with procurement of parts and supplies for equipment maintenance.

Emergency Response

- Participate in on-call rotation for after-hours emergencies.
- Respond to weather events, infrastructure failures, and urgent repairs.

Required Skills

The Lead Hand will demonstrate skills & knowledge in the following areas:

- Knowledge of proper mechanical & vehicle maintenance and operation
- Good conflict resolution & customer service skills
- Excellent Leadership and Team Coordination
- Good Communication and Time Management
- Experience with safety compliance, risk management and documentation.



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Qualifications:

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- OSSD preferred with courses in T.J Mahoney Road School &/or C.S Anderson Road School considered an asset
- Minimum of 3-5 years of progressive experience in municipal public works or construction
- Strong knowledge and experience with road maintenance and infrastructure
- Valid First Aid & CPR Certification
- Strong knowledge of Traffic Control (Book 7)
- Chain saw certification, and heavy equipment certification considered an asset
- Common core municipal pit/quarry workers & surface miners' certification would all be considered assets

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