

The County of Dufferin is an upper tier municipality which sits on the fringe of the Greater Toronto Area, about 100 km northwest of Toronto. It is largely a rural county with three urban settlement areas. The region is well known for its rivers, rolling hills and excellent outdoor recreation opportunities. The UNESCO World Biosphere Reserve, the Niagara Escarpment and the world famous Bruce Trail, run through Dufferin offering spectacular vistas and hiking opportunities. Home to over 67,000 residents the area boasts fabulous restaurants, shopping and amenities. We are currently recruiting for a:

HYBRID OPERATIONS SUMMER STUDENT (May 1, 2026 to September 7, 2026)

Job ID: C05-26

Location: Hybrid - Remote and 365666 Hwy 10, Mono, ON

Job Type: Temporary Full Time (Non-Union)

Deadline to Apply: 4:30 p.m. on January 30, 2026

Vacancy Type: Current Opening

Reporting to the Assistant Manager of Operations & Fleet, the successful candidate will be assisting the Public Works Department with several key Operations & Fleet functions.

What we can offer YOU!

At Dufferin County we celebrate and recognize the strengths, talents, and contributions of all our employees. We believe that we all have the ability to impact change and make Dufferin County a place where everyone feels valued and appreciated.

- A competitive hourly wage of \$22.70
- Eligible to enroll in OMERS pension plan
- Access to an Employee and Family Assistance Program
- Unlimited access to live and interactive webinars offered by the Canadian Centre for Diversity and Inclusion (CCDI)
- Access to Perkopolis; discount, reward and benefits program
- Work in a collaborative, dynamic, and high performing team
- Leaders who support your development through coaching and learning opportunities.

What you'll do

- Assist with service requests from the public, responding to inquiries and providing updates on service status.
- Assist the Operations & Fleet Technologist with administering contracted maintenance work to County infrastructure.
- Track work orders, ensuring accurate documentation and timely completion of assigned tasks.
- Utilize county fleet and road safety software systems to input, update, and retrieve relevant data.
- Organize and maintain Operations records, including files, logs, and reports
- Support the Operations team with general administrative tasks, such as filing and data entry.
- Perform other duties as assigned

What you'll need to succeed

- Preference will be given to post-secondary students enrolled in programs related to Civil Engineering Technology
- Working knowledge of Microsoft Office
- Good interpersonal skills with the ability to communicate effectively; both oral and written
- Self-motivated with the ability to function independently and as part of a team in a hybrid work environment
- Capable of dedicating 35 hours per week, with the flexibility to accommodate a variable schedule for participation in regular community events during evenings and weekends
- Access to a reliable vehicle
- Possess a valid Class G2 or G (or equivalent) drivers license

This is a student position funded by the Summer Employment Opportunities (SEO) Program. To be considered for this position, all applicants must meet the following program eligibility criteria as required by Summer Employment Opportunities (SEO). Please review the eligibility requirements below:

- All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 upon commencement of employment.
- Students must be residents of Ontario during the period of employment.
- Students must be eligible to work in Canada and have a Social Insurance Number (SIN).
- Students should be living in Ontario at the time they start work. The intention of the program is to provide career-related experience to eligible students that are also eligible to work in Ontario.

The County of Dufferin strives to provide exceptional customer service to all its residents and visitors. To effectively do so, all positions at the County of Dufferin require a commitment to upholding the County's equity mandate through on-going and mandatory training and examining our day-to-day operations and impacts through an equity lens. Therefore, throughout the selection process, candidates will have demonstrated their ability to be anti-racist, equitable, inclusive, and respectful.

Ready to apply?

Interested applicants are invited to submit a resume and cover letter before the closing date and time to: hr@dufferincounty.ca

As an organization, we recognize the value of diverse perspectives and lived experiences, and the importance of creating an environment that embraces and supports these. We are committed to creating and fostering a workplace where all employees feel a sense of dignity and belonging. As such, we seek to attract, develop, and retain highly talented employees with a variety of identities and backgrounds, to better reflect the growing diversity of our region.

We actively encourage applications from members of groups with historical and/or current barriers to equity, including, but not limited to:

- First Nations, Métis and Inuit peoples, and all other Indigenous peoples.
- Members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin.
- Persons with visible and/or invisible (physical and/or mental) disabilities.
- Persons who identify as women; and
- Persons of marginalized sexual orientations, gender identities, and gender expressions.

We value the contributions that each person brings and are committed to ensuring full and equal participation for all in our workplace.

Your past does not define your future. A criminal record will not necessarily disqualify you from employment with us. We evaluate each application individually.

All applicants are thanked for their interest. Those chosen for next steps in the selection process will be advised by February 6, 2026. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection and will not be used for any other reason. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.