

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:

ASSISTANT ROAD SUPERVISOR Permanent Full Time

Job ID: C26-26

Location: Operations Centre – 635666 Highway 10, Mono

Job Type: Permanent Full-Time (Non-Union)

Deadline to Apply: 4:30 p.m. on February 19, 2026

Vacancy Type: Current Opening

Reporting to the Road Supervisor, the Assistant Road Supervisor represents the in-charge person for road maintenance in the absence of the Road Supervisor and is the supervisor of the afternoon shift during winter operations. This position satisfies the requirement under the Ontario Occupational Health and Safety Act requiring that groups of five or more workers on a project have an appointed supervisor on site. In the winter season, the Assistant Road Supervisor will perform patrol and/or winter maintenance activities and supervise the afternoon shift.

What we can offer YOU!

- A competitive hourly wage ranging between \$37.45 – \$43.80 (January 1, 2025 Non-Union Pay Grid);
- Enrolment in our comprehensive health benefits program and defined benefit pension plan
- Access to Perkopolis; discount, reward and benefits program
- 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)
- A supportive and collaborative work environment

What you'll do

- Provide continuous on-site leadership and supervision for projects requiring five or more workers
- Delegate tasks and supervise staff and contractors on road maintenance projects, including guiderail repair, shoulder re-graveling, ditching, culvert replacement, catch basin and maintenance hole adjustments, and asphalt repairs
- Lead the afternoon shift during winter operations, supervising staff and coordinating work activities
- Make real-time, on-site decisions regarding equipment selection and material requirements
- Ensure equipment is properly maintained, operated safely, and used in accordance with manufacturer specifications and County requirements
- Provide on-the-job coaching to staff, reinforcing standard operating procedures and best practices
- Ensure staff and contractors comply with all applicable health and safety legislation, County policies, and procedures, including accurate completion and implementation of Traffic Protection Plans
- Support the safety and well-being of all crew members
- Patrol County roads and make assessments regarding road safety, condition, and maintenance needs
- Operate winter maintenance equipment in a backup role when scheduling requires, including tandem snowplows equipped with sanders, salters, wings, and anti-icing systems
- Operate equipment for various road and roadside maintenance activities, including dump trucks, water trucks, backhoes, graders, excavators, chainsaws, and mowing equipment
- Perform traffic control setup and prepare traffic safety plans in accordance with applicable standards
- Install signs, maintain guideposts, and remove debris and garbage from road allowances
- Act as liaison between on-site contractors, staff, the public, and the Road Supervisor / Management
- Respond to complaints and service requests from the public and, in the absence of the Road Supervisor or Assistant Manager, determine appropriate resolutions and log actions taken

DISCOVER YOUR CAREER WITH US



- Complete Performance Development Plans and Seasonal Operator Assessments for direct reports
- Other duties as assigned

What you'll bring

- Ontario Secondary School Diploma (OSSD) or equivalent
- OGRA - Snow School certification or equivalent
TJ Mahony Road School (Construction & Maintenance) or equivalent
- First Aid training
- OTM Book 7 Temporary Conditions Training
- Minimum 3 years of progressive experience in public works and or roads maintenance, including winter maintenance.
- Minimum 3 years of experience operating winter maintenance equipment.
- Leadership experience in a unionized or non-unionized environment (formal or acting)
- Demonstrated working knowledge of: Winter maintenance operations (plowing, salting, sanding, call-out procedures), Minimum Maintenance Standards (MMS) – O. Reg. 239/02, Occupational Health & Safety Act (OHSA) and constructor/employer responsibilities
- Valid Ontario Class DZ Driver's License
- Valid AZ driver's license is an asset

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 27, 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.