

JOB DESCRIPTION – OPERATOR

TIME COMMITMENT

3 hours in-person training	Prior to Election Day at Civic Centre or Hazel McCallion Central Library
Election Day	October 26, 2026, 7:30 am until dismissed by the Location Manager

TOTAL PAY

\$390.00 *(This rate includes pay for training, supply pick up and drop off as required by the Elections Office and working Election Day.)*

EXPECTATIONS AND RESPONSIBILITIES

Under the direction of the Elections Office and the Location Manager the Operator is responsible for:

- Assisting with voting location set up, opening and closing;
- Setting up and taking down the tabulator (weighs approximately 30 lbs) and ballot box;
- Ensuring the Tabulator is operating properly throughout the day;
- Ensuring that all ballots are correctly fed through the Tabulator;
- Helping electors that require assistance;
- Ensuring that results are successfully transmitted to Elections Headquarters on Election night;
- Packing and returning tabulator to the Election supply cabinet as per closing procedures;
- Performing other duties as assigned by the Elections Office or Location Manager;

QUALIFICATIONS

- Previous experience working in a City of Mississauga election preferred;
- Successful completion of elections training;
- Must have the ability to read, speak and write the English language;
- Must have a valid driver's licence and access to a vehicle on Election Day;
- Must be familiar with automated equipment and troubleshooting equipment issues;
- Must be able to assist with the set up and take down of the voting location which may include lifting up to 55 lbs;
- Must have a professional demeanour and the ability to communicate with electors in a friendly and courteous manner;
- Must consistently demonstrate good judgement and problem solving skills;
- Must be able to work well as a member of a team;
- Must be able to sit/stand for long periods of time;
- Must be able to set aside personal political preferences and deal with electors in a non-partisan manner;
- Must have a personal email address to receive correspondence from the Elections Office.