

**THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS**

Posting Date:

January 11, 2017

Closing Date:

January 18, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-33	Accounting Clerk I	Finance Department	Regular Full-Time	17	35 Hour Work Week
17-34	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	12	28 Hour Non-Standard Work Week
17-35	Survey Assistant	Engineering Department	Regular Full-Time	15	35 Hour Work Week
17-36	Lifeguard/Instructor 2 (2 Positions)	Parks, Recreation & Culture	Regular Part-Time	13	25 / 28 Hour Non-Standard Work Week

- Applications are accepted only when submitted online at [www.delta.ca/internaljobs](http://www.delta.ca/internaljobs) and submitted by 4:30pm on the closing date.
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[Apply Now](#)**Title** Accounting Clerk I**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-33

**Nature & Scope of Work** This is varied accounting and cashiering work of some complexity, and payroll work of moderate complexity. The incumbent processes accounts receivable and accounts payable transactions and prepares and processes a variety of manual and computer cheques; posts and balances a variety of items to subsidiary ledger accounts and reconciles purchase order disencumbrance postings to general ledger accounts; assists a superior in the preparation of bi-weekly payrolls for all municipal employees; reconciles a variety of tax and utility accounts and prepares adjusting journal entries as required; receives varied cash and cheque payments at counter or by mail for a variety of accounts and services; and answers enquiries regarding a variety of matters related to the work performed. The work is performed within well established policies and procedures and requires a high degree of accuracy. Employees of this class exercise some independence of judgment and action in setting daily priorities in accordance with prescribed deadlines. The more complex problems and policy matters are referred to a superior who reviews work performance in terms of accuracy, conformance to established procedures and practices, and effectiveness in dealing with the public.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of modern office methods, practices and procedures used in receiving, recording and balancing remittances and of cash register operation.
- Considerable knowledge of the methods, practices and principles applicable to the preparation, calculation and completion of payrolls, and of data processing procedures as they relate to the work performed.
- Sound knowledge of rules, regulations and procedures applicable to Municipal accounting operations and methods used in accounts payable and accounts receivable transactions.
- Sound knowledge of Departmental accounts, the municipal property system and applicable municipal, provincial and federal requirements related to taxes, grants and penalties, and payroll.
- Working knowledge of double entry bookkeeping methods and procedures.
- Ability to process a variety of accounts receivable and accounts payable transactions, to post and balance a variety of items to subsidiary ledger accounts, and to prepare a variety of journal entries and assign accounting codes as required.
- Ability to assist a superior in the preparation of bi-weekly payrolls for all municipal employees, to ensure that employee deductions and fringe benefit calculations are in accordance with applicable collective agreements, and to edit computer output and adjust for errors.
- Ability to reconcile a variety of tax and utility accounts, to extend and verify tax and utility bills, and to prepare journal entries for tax and utility adjustments, as required.
- Ability to receive varied cash and cheque payments at counter or by mail for a variety of accounts and services and to balance and record cash transactions.
- Ability to answer enquiries regarding a variety of payroll matters, accounts receivables and payables, property tax matters, charges, services, fees, billings and other related matters.
- Ability to prepare and maintain a variety of records and files related to the work performed.
- Skill in the operation of a cash register, computer terminal and other common office equipment.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by a minimum of second year level accounting courses leading to a recognized accounting program. A minimum of two (2) years of recent accounting experience in positions of increasing complexity and responsibility is required or an

equivalent combination of training and accounting experience.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Hours of Work** 35 Hour Work Week

**Compensation, Salary** Pay Grade 17

**and Benefits** \$25.61, 26.63, 27.75, 28.90, 30.09 per hour (2015 rates)

**Posting Date** 1/11/2017

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**Title** Cashier/Receptionist

**Department** Parks, Recreation & Culture

**Job Status** Regular Part Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 17-34

**Nature & Scope of Work** This is clerical, cashiering, and receptionist work of some complexity performed in the Parks Recreation & Culture Department. The work involves the provision of assistance and information to the public regarding recreation programs, events, schedules, rentals and fees; processing registration for all recreation programs; receiving and processing cash and other forms of payments, and other routine support tasks. An employee of this class exercises some independence of judgment and action within established guidelines and refers unusual or complex matters to a superior. Responsibility is entailed for establishing and maintaining effective public relations and work performance is reviewed by a superior for effectiveness of operations and service to the public.

**Required Knowledge, Skills and Abilities**

- Sound knowledge of cash register operations.
- Sound knowledge of courses, programs, room bookings, activities and events offered by the department and of the automated registration system as related to the work performed.
- Working knowledge of modern office practices and procedures.
- Ability to meet and deal effectively with the public in providing information and assistance on a variety of services, programs and activities.
- Ability to receive remittances, make change, issue receipts and balance cash accurately.
- Ability to perform clerical tasks and incidental typing or word processing tasks as required.

**Desirable Training & Experience** Completion of the 11th school grade including or supplemented by courses in standard commercial subjects plus some clerical experience including cashiering, and preferably a course in basic word processing or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations** A valid Class 5 Driver's Licence for the Province of British Columbia.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Hours of Work** 28 Hour Non-standard Work Week

**Compensation & Benefits** Pay Grade: 12  
Pay Rates: \$20.98, 21.87, 22.72, 23.61, 24.59 per hour (2015 rates)

**Posting Date** 1/11/2017

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[»»Apply Now](#)**Title** Survey Assistant**Department** Engineering Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-35

**Nature & Scope of Work** This is technical and manual work in assisting a Survey Technician in all aspects of conducting varied survey assignments. An incumbent assists a Survey Technician in moderately complex tasks in survey work; operates all survey instruments used in the Department; and performs non-complex survey assignments independently. A Survey Assistant exercises some independence of judgement and action within established guidelines and procedures, referring more difficult matters to a superior who reviews work performance in terms of effective assistance rendered in all aspects of surveying activities.

**Required Knowledge, Skills and Abilities**

- Sound knowledge of the methods, techniques and equipment used in Municipal survey work.
- Working knowledge of construction and engineering practices.
- Working knowledge of mathematical functions related to the work.
- Working knowledge of the Division's recordkeeping methods and office practices.
- Ability to assist a Survey Technician in moderately complex tasks in survey work and independently perform non-complex survey assignments.
- Ability to operate a transit and level instruments and participate in the operation and set up of the Total Station and Global Positioning System (GPS) as required.
- Ability to make elementary arithmetic calculations and prepare simple sketches and notes.
- Ability to perform detailed work accurately, neatly and rapidly, including work requiring well developed hand-to-eye coordination.
- Ability to perform manual work in all weather, and to drive a light transport vehicle.
- Ability to establish and maintain effective working relationships with staff, and to exercise tact and diplomacy in relating to members of the public.
- Skill in the use and care of tools, equipment and vehicle used in the work.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by survey theory course work and sound related experience, or an equivalent combination of training and experience. A preferred candidate will have a Diploma in Geomatics.

**Required Licences, Certificates and Registrations** Valid Class 5 Driver's Licence for the Province of British Columbia.

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Hours of Work** 35 Hour Work Week

**Compensation, Salary and Benefits** Pay Grade 15  
\$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates).

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[»Apply Now](#)**Title** Lifeguard/Instructor 2 (Two Positions)**Department** Parks, Recreation & Culture**Job Status** Regular Part Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-36

**Nature & Scope of Work** This is aquatic work in lifeguarding and instructing, on an assigned shift, at an indoor and/or outdoor aquatic facility. An employee of a position in this class performs a variety of operational, instructional, lifeguarding, janitorial and minor preventative maintenance tasks in offering instructional and recreational aquatic programs for all age groups. A Lifeguard/Instructor 2 performs these duties in accordance with established practices and procedures, exercising tact and firmness in dealing with juvenile and adult patrons. The more difficult or unusual matters are referred to a superior who checks and reviews work performance in terms of effectiveness of the aquatic programs and services rendered, and in terms of conformance with established practices and procedures.

*These two opportunities are regular part-time; one is eligible for 28 hours per week (non-standard), the other 25 hours per week (non-standard).*

**Required Knowledge, Skills and Abilities**

- Sound knowledge of the theory and practice of lifesaving, artificial respiration and first aid.
- Working knowledge of teaching methods and group leadership techniques emphasizing instruction in water safety and aquatic skills.
- Working knowledge of pool chemistry, of water filtration, chlorination, heating and related pool equipment and procedures.
- Ability to display sound aquatic skills and to instruct in these skills at standards set by relevant authorities.
- Ability to establish and maintain effective working relationships with officials, employees and patrons.
- Ability to prepare and maintain records relating to the work.

**Desirable Training & Experience** Completion of the twelfth school grade, supplemented by courses in lifesaving, aquatics, instruction and pool maintenance, plus sound related experience, or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations**

- National Lifeguard Award – Pool Option (NL)
- Lifesaving Society Instructor Award (LSI)
- Red Cross Water Safety Instructor Award (WSI)
- Cardio Pulmonary Resuscitation Level C current within one year (CPR C)

**Safety Requirements** Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational Health & Safety training, meetings and to report any hazards in the workplace.

**Compensation, Salary and Benefits** Pay Grade 13  
\$21.87, 22.72, 23.61, 24.59, 25.61 per hour (2015 rates)

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