

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

**Posting Date:**

**May 3, 2017**

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**Closing Date:**

**May 10, 2017**

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Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-85	Corporate Records Clerk	Clerks	Regular Full-Time	15	35 Hour Work Week
17-86	Engineering Project Technologist – Transportation	Engineering	Regular Full-Time	27	35 Hour Work Week
17-87	Plumbing & Building Inspector	Community Planning & Development	Regular Full-Time	27	35 Hour 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.
- Paper applications/resumes will **not** be accepted.
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If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[» Apply Now](#)**Title** Corporate Records Clerk**Department** Office of the Municipal Clerk**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-85

**Nature & Scope of Work** This is moderately complex clerical work in support of the day to day maintenance of a corporate records management system as well as corporate bylaws and agreements. An incumbent maintains all aspects of comprehensive departmental information and records system, performs archival tasks, and provides assistance to other departments on routine matters related to records classification and retention. An incumbent also assembles agenda packages, processes municipal mail, processes and maintains corporate bylaws and agreements, prepares public notification for public hearings, prepares agenda's for public hearings/meeting following public hearings (and any other meetings as required) and performs a variety of other miscellaneous clerical tasks, including front desk duties as needed, coding all invoices for payment and purchasing tasks. Considerable independence and judgement are exercised within the framework of established policies and procedures. Unusual or policy matters are referred to a superior who reviews performance for accuracy and conformance to established records management practices and procedures.

**Required Knowledge, Skills and Abilities**

- Sound knowledge of the rules, regulations, practices and procedures governing the municipal records management and archival operations.
- Sound knowledge of the corporate and departmental records management and archival systems as they relate to the work performed.
- Sound knowledge of the general functions and records management requirements of the Municipal Clerk's Department.
- Sound knowledge of business English, spelling, punctuation and arithmetic and of modern office methods and procedures.
- Sound knowledge of software applications used in the work.
- Ability to classify and code incoming correspondence and maintain a correspondence tracking system.
- Ability to understand, carry out and track council resolutions amending and consolidating bylaws.
- Ability to search for information using various internal sources and to summarize same.
- Ability to provide information and assistance to municipal departments on procedures related to the corporate records management system and archival operations.
- Ability to perform a variety of clerical tasks such as assembling agenda packages, typing documents, processing mail, and providing routine information to staff and the public.
- Ability to establish and maintain effective working relationships with a variety of contacts
- Skill in operating standard office equipment including a personal computer.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by some post-secondary courses in records and information management plus sound related experience, 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** 35 Hour Work Week

**Pay Grade** 15

**Pay Rates** \$24.32, 25.33, 26.38, 27.44, 28.59 per hour

**Posting Date** 5/3/2017

**Posting Closing Date** 5/10/2017

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[» Apply Now](#)**Title** Engineering Project Technologist - Transportation**Department** Engineering Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-86

**Nature & Scope of Work** This is technical engineering work in planning and designing municipal transportation infrastructure, and monitoring construction of such so as to ensure compliance with plans and related specifications. Under the general direction of a professional engineer, an incumbent of this class, through application of prescribed design criteria and established engineering standards, prepares design layouts, detail drawings, specifications and related data pertinent to the construction of a variety of municipal transportation projects. All design drawings require the approval of a professional engineer. Thereafter, an incumbent is responsible for monitoring, personally and through engineering inspection staff, the construction of such infrastructure ensuring compliance with plans and related specifications and schedules. In addition, the work involves estimating project construction costs, preparing specifications and contract documents, and consulting and maintaining liaison with and providing information, assistance and direction to a wide variety of internal and external contacts. Project priorities are established by a superior and within those parameters an incumbent exercises considerable independence of judgement and action in the technical aspects of the work discussing difficult technical problems, policy and budgetary matters with a superior. Work performance is reviewed by a superior in terms of technical adequacy, conformance to established standards and practices and achievement of desired objectives.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of municipal engineering design principles and methods, engineering mathematics, and of the applicable Engineering Department policies, practices, procedures, standards and bylaws.
- Sound knowledge of the methods, materials and equipment used in the construction of municipal infrastructure and of survey methods and functions.
- Working knowledge of the fundamentals of budgeting and standard costing procedures.
- Ability to prepare designs for all types of municipal infrastructure; to review drawings for technical accuracy and conformance with applicable municipal bylaws, standards and related specifications and to monitor construction projects ensuring satisfactory completion of same.
- Ability to establish and maintain effective working relationships with people at all levels both inside and outside the Corporation.
- Ability to collect, analyze and/or synthesize technical, statistical, costing and related data and information.
- Ability to prepare, read and interpret plans, specifications, contract documents and related material and to provide direction, information and assistance to drafting, surveying and engineering inspectional staff.
- Ability to prepare and maintain records, reports, correspondence and various other materials related to the work.

**Desirable Training & Experience**

- Graduation from an institute of technology with a diploma in civil engineering plus sound experience in the engineering design field, preferably within the municipal sector OR an equivalent combination of training and experience.
- Sound knowledge of road design (TAC Geometric Design Guidelines), Manual of Uniform Traffic Control Devices for Canada, traffic calming, cycling infrastructure, traffic signals, street lighting, and bus stop infrastructure.
- Experience in AutoCAD & transportation modelling software

**Required Licences, Certificates and**

- Valid Class 5 Driver's Licence for the Province of British Columbia.
- Certification as an Applied Science Technologist within the Province of British Columbia.

**Registrations**

**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

**Pay Grade** 27

**Pay Rates** \$39.69, 41.37, 43.09, 44.93, 46.88 per hour

**Posting Date** 5/3/2017

**Posting Closing Date** 5/10/2017

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[» Apply Now](#)**Title** Plumbing & Building Inspector**Department** Community Planning & Development**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-87

**Nature & Scope of Work** This is technical, inspectional and regulatory work that involves inspecting new and existing structures and building systems, or repair and/or alteration of building types that are classified as complex commercial, industrial, institutional and residential. The inspection ensure compliance with applicable codes, standards, regulations, by-laws, approved plans and specifications and municipal guidelines. The work entails interpretation of applicable by-laws and acts, the issuance of stop work orders as required, inspecting building construction and plumbing installations during progress and on completion, examining plans and permit applications for compliance with standards and regulations, and providing information and assistance to the public on a variety of matters related to the work. An employee of this class exercises considerable independent judgement and action in the interpretation and application of codes, standards and other regulations. The more complex problems or policy matters are referred to a superior who reviews work performance in terms of technical competence and compliance with established practices and procedures.

**Required Knowledge, Skills and Abilities**

- Thorough knowledge of the practices, methods, materials, tools and equipment used in building construction.
- Thorough knowledge of the by-laws, acts, codes, standards and regulations related to single family building construction.
- Sound knowledge of the methods, practices, materials, tools and equipment used in installing plumbing as related to the work performed.
- Ability to read and interpret plans, specifications and related material, and to recognize technical requirements and suggest changes or corrections, as required.
- Ability to establish and maintain liaison with a variety of internal and external contacts, to provide information and assistance to the public on matters related to the work, and to enforce all regulations, codes, by-laws, municipal controls and ordinances tactfully and firmly, applying sound judgment.
- Ability to prepare clear, concise reports, to draft correspondence and to present evidence in court.
- Ability to prepare manual and electronic reports, records, correspondence and other data related to the work.

**Desirable Training & Experience** Grade 12, completion of post-secondary courses in building construction technology supplemented by completion of the level one certification requirements of the Plumbing Officials' Association of BC, plus a minimum of one year experience as a Plumbing Inspector is required. Level one certification with the Building Officials' Association of BC plus a minimum of one year experience as a Building Inspector is preferred.

**Required Licences, Certificates and Registrations**

- BOABC Level One Certification
- POABC Level One Certification
- 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**Pay Grade** 27

**Pay Rates** \$39.69, 41.37, 43.09, 44.93, 46.88 per hour

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