

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

October 11, 2017

Closing Date:

October 18, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-149	Application Centre Clerk	Community Planning & Development	Temporary Full-Time	17	35 Hour Work Week
17-150	Expression of Interest Night Shift Truck Driver 3	Engineering Operations	Temporary Full-Time	118	Non-Standard

- Applications are accepted only when submitted online at www.delta.ca/internaljobs and submitted by 4:30pm on the closing date.
- Paper applications/resumes will not be accepted.
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Title Application Centre Clerk

Department Community Planning & Development

Job Status Temporary Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 17-149

The Opportunity *This temporary full-time assignment is to approximately December 2018.*

Nature & Scope of Work This is varied and moderately complex clerical work performed in the Community and Development Planning Department's Application Centre. The work involves receiving and processing a variety of development, permit and licence applications, preparing and maintaining a variety of records, and providing information and assistance to the public relating to development and permit procedures, requirements and regulations. An incumbent exercises considerable independence of judgement and action in most aspects of the work referring unusual or more complex problems and policy matters to a superior who reviews work performance in terms of accuracy and conformance to established policies and procedures and effectiveness of services rendered to the department.

Required Knowledge, Skills and Abilities

- Considerable knowledge of development, zoning, building and licensing by-laws and regulations as related to the work performed.
- Considerable knowledge of the departmental procedures, rules and regulations related to the work performed.
- Sound knowledge of the responsibility of other departments and outside agencies as they relate to the work performed.
- Ability to deal effectively with a variety of internal and external contacts in processing inquiries and in providing a variety of information and related services.
- Ability to read and understand plans and drawings related to the work performed.
- Ability to prepare and maintain reports, maps, records, and related material.
- Ability to perform assigned duties with minimal supervision.

Desirable Training & Experience Completion of the 12th school grade supplemented by introductory technical courses related to the work plus considerable related experience OR an equivalent combination of training and experience. Knowledge of BC Building Code Part 9 and Residential Blueprint Reading is an asset.

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.

Pay Grade 17

Pay Rates \$26.38, 27.44, 28.59, 29.77, 31.00 per hour

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[Apply Now](#)**Title** Expression of Interest - Night Shift Truck Driver 3**Department** Engineering Operations**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-150

The Opportunity *In order to provide an enhanced level of service for snow and ice control concerns during the night, the department is looking for staff that may be interested in a temporary assignment as a Truck Driver 3. This opportunity is open to all staff whether regular full-time, temporary status or auxiliary. The duration of this assignment will be approximately December 2017 to February 2018 (which can be lengthened or shortened)*

Nature & Scope of Work This is truck driving work entailing the operation of a tandem axle truck of 18,600 Kg (41,000 lbs) G.V.W. and over. Although the main function of this position is the safe and efficient operation of a tandem axle dump truck an incumbent may be required to monitor road conditions and perform minor routine maintenance tasks. Incumbents need to exercise considerable independent judgment and action in completing assignments. The incumbent will be responsible for the safe positioning and set up of the truck when loading and unloading material and is responsible for ensuring that the truck is not overloaded and that the load is evenly distributed on the axles.

An incumbent must be familiar with the Corporation of Delta's Policy and Procedures for snow and ice control. An incumbent must be able to load a sander onto the truck and check its operation. The incumbent must be able to operate the truck and attachments, such as plows and sanders, while engaged in plowing snow and sanding and salting streets. An incumbent must have the ability to carry out oral and written instructions, have the ability to understand written procedures and manuals, and complete paperwork clearly and legibly. The work of an incumbent is reviewed by a supervisor for adherence to safe work procedures, timeliness of deliveries, productivity and conformance to acceptable standards and procedures. An incumbent washes, cleans, services and makes minor running repairs to trucks as required, including but not limited to, checking and adjusting brakes, checking and replacing oil, water, battery, lights, tire pressure and fuel.

Illustrative Examples of Work An incumbent will perform a variety of tasks including, but not limited to, the following:

- Loads sanders on tandem axle truck.
- Operates truck equipped with sanders and plows during snowfalls or icy conditions and for oil spill situations.
- Performs pre- trip and post trip inspections.
- Completes daily paperwork such as daily crew assignments, crew cards, internal work request, codes material slips to correct work orders.
- Performs other work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of rules of safe operation and precautions required in operating tandem axle trucks with auxiliary or attached equipment.
- Considerable knowledge of driving techniques as applied to construction and maintenance work.
- Sound knowledge of Delta's Snow & Ice Control Policy and Procedures.
- Sound knowledge of Delta's streets and truck routes.

Required Licences, Certificates and Registrations A valid British Columbia Drivers Licence, minimum Class 3 with air.

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 10:30pm - 7:00am (Monday-Sunday)

Compensation, Salary and Benefits Truck Driver 3: \$29.45/hour based on a 40 hour work week plus Shift Premium of \$0.85/hour.

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