

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

Posting Date:

October 4, 2017

Closing Date:

October 12, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-146	Animal Care Attendant	Delta Community Animal Shelter	Temporary Full-Time	15	35 Hour Non-Standard Work Week
17-147	Water Systems Operator 1	Engineering Operations	Regular Full-Time	T26	40 Hour Work Week
17-148	Archives & Cultural Coordinator	Parks, Recreation & Culture	Temporary Full-Time	23	35 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.
- Paper applications/resumes will **not** be accepted.
- The Internal Job Posting List is intended to be for reference purposes only. Please visit [www.delta.ca/internaljobs](http://www.delta.ca/internaljobs) for a complete listing of all current job postings.



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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** Animal Care Attendant**Department** Delta Community Animal Shelter**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-146**The Opportunity** This assignment is temporary-to-indefinite and will be backfilling for a current job share.

**Nature & Scope of Work** This is manual and animal care work performed at the municipality's animal shelter. An incumbent feeds, handles and cares for impounded animals; provides orientation and direction to volunteers; provides information to the public on impounded animals; and performs routine clerical tasks. An incumbent also cleans and disinfects kennels and cages and carries out routine facility cleaning and maintenance tasks. Work is performed under general supervision and some independent judgement and action are exercised within the framework of established guidelines. Work performance is reviewed for compliance with established procedures and standards and in terms of results attained.

**Required Knowledge, Skills and Abilities**

- Sound knowledge of the methods, practices and procedures used in the care and feeding of shelter animals.
- Sound knowledge of the rules, regulations and policies governing the work.
- Working knowledge of animal health, medications and routine medical treatments administered.
- Working knowledge of related bylaws, various animal behaviors and health information
- Ability to carry out routine tasks in feeding and caring for shelter animals.
- Ability to safely handle a range of animals with different temperaments, including potentially aggressive dogs.
- Ability to deal courteously and effectively with the public.
- Ability to provide orientation and direction to volunteers.
- Ability to carry out tasks according to oral instructions, and to work with minimal supervision.
- Ability to maintain non-complex records and reports and operate a computer terminal.
- Ability to lift and carry heavy animals and bulky objects such as bags of feed and hoses.
- Ability to perform routine janitorial and maintenance work for the facility and surrounding grounds, including the removal of animal excretions.

**Desirable Training & Experience** Completion of the twelfth school grade, courses in veterinary assistance or dog training preferred, plus sound related experience in working with animals, 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 Non-Standard Work Week**Pay Grade** 15**Pay Rates** \$24.32, 25.33, 26.38, 27.44, 28.59, 29.77 per hou**Posting Date** 10/4/2017**Posting Closing Date** 10/12/2017[»» Apply Now](#)

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[»» Apply Now](#)**Title** Water Systems Operator 1**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-147

**Nature & Scope of Work** This is skilled and semi-skilled work below the Water Systems Operator II level involving the repair, maintenance, testing and installation of pressure regulating valves, meters and meter chambers. An employee of this class assists more skilled staff and may independently perform work of lesser complexity. Both oral and written assignments which may be accompanied by blueprints or drawings are received from a superior who checks the work during progress and upon completion for workmanship and conformance with established standards and practices.

**Illustrative Examples of Work**

- Assists a Water Systems Operator (WSO) II or III in the installation, repair and maintenance of all types of mechanically and hydraulically operated valves including pressure regulating valves, pilot valves, flow control valves, solenoid valves, water meters, meter chambers and other related equipment;
- Assists the WSO II or III or independently tests and repairs cross connection control devices;
- Assists the WSO II or III or independently performs miscellaneous duties in the Utility Maintenance Department such as daily inspections, maintenance and servicing of water pumps, and installation and maintenance of air valves, line valves, and related control valves, plumbing lines, hydrants and water meters; reads water meters. Operates a service truck to transport material and equipment, as required;
- Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the standard practices, methods, materials, tools and equipment used in repairing, testing and installing regulating valves, meters and related equipment;
- Sound knowledge of hydraulics and principles of water measurement as applied to valves in their operation;
- Sound knowledge of the hazards and proper safety precautions of the work;
- Sound knowledge of the municipal water distribution system;
- Some knowledge of the SCADA network;
- Ability to read drawings, blueprints and sketches and to read water meters using current technology;
- Ability to understand and carry out written and oral instructions;
- Ability to test, repair and certify cross connection control devices;
- Skill in the use and care of tools and equipment used in the work.

**Desirable Training & Experience** Completion of the 12th school grade, supplemented by courses related to the work plus considerable experience related to the work, 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;
- Cross Connection Control Certificate;
- EOCPE Water Distribution Level II.

**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** T26

**Pay Rates** \$33.33 per hour

**Posting Date** 10/4/2017

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**Title** Archives & Cultural Coordinator

**Department** Delta Museum & Archives

**Job Status** Temporary Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 17-148

**The Opportunity** This is a temporary full-time assignment to approximately December 31, 2018.

**Nature & Scope of Work** The Archives and Cultural Coordinator works within the team environment of a community museum and archives within the context of the Corporation of Delta's policies and procedures and associated professional archival best practices. The Archives and Cultural Coordinator leads a small team of staff and volunteers based out of the Delta Cultural Centre facility who are responsible for engaging the community in retaining and discovering Delta's rich history. The Archives and Cultural Coordinator is responsible for the acquisition, registration, conservation, documentation, digitization, record-keeping and storage of original hard copy materials and an electronic library, exhibition of archival materials, records management, study, provision of reference and research services for researchers and visitors using archives materials and facilities, and provision of information pertaining to the community archives holdings and Municipal records to the Delta community, the general public and the Corporation of Delta.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge for the acquisition of archival materials related to the history and heritage of Delta;
- Considerable knowledge of the work entitled including the care of the archival holdings;
- Considerable knowledge researching, planning, and coordinating an approved schedule of exhibitions and/or social media projects using archival materials;
- Ability to provide archival reference services, research services, and general information regarding the archives' function to various stakeholders and the general public through telephone, written, fax, or mail requests, or on site at the archives facility;
- Considerable experience with preventative conservation of archival materials;
- Sound knowledge and experience of digitization project planning, managing electronic records, database management and the archival management of municipal records;
- Sound experience in community outreach and acquisition of community-based documents, photographs, oral histories and other electronic records;
- Knowledge of the understanding of information technology systems;
- Ability to build strong relationships and maintain strong customer-service;
- The ability to work alongside team members within a collaborative and respectful workplace culture;
- Excellent organizational skills; the ability to meet deadlines;
- Strong analytical, evaluative, interpretive and problem-solving skills;
- Excellent oral and written communication skills;
- Skill in registration and record-keeping for the archives holdings;
- Experience in supervision of staff and volunteers, is desirable;
- Performs other related duties as required.

**Desirable Training & Experience**

- University degree in Archival Studies from a recognized program, or equivalent relevant education and experience. A minimum of 3 years work experience in a full-service archives facility (Preference will be given to candidates with experience in a community archives);
- Demonstrated knowledge and experience of archival cataloguing and records management principals using Rules for Archival Description (RAD); ability to establish and maintain an electronic collections management system.
- Considerable experience in engaging community organizations, residents and the general public in program and service offerings.

**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.

**Pay Grade** 23

**Pay Rates** \$33.62, 35.04, 36.50, 38.02, 39.69 per hour

**Posting Date** 10/4/2017

**Posting Closing Date** 10/12/2017

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