

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 28, 2017

Closing Date:

July 6, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-110	User Support Specialist	Information Services	Temporary Full-Time	21	35 Hour Work Week
17-111	Trades 1 Gardener	Engineering Operations	Regular Full-Time	T26	40 Hour Work Week

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- 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** User Support Specialist**Department** Information Technology**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-110

Nature & Scope of Work This is technical and operational work in the provision of computer support and problem resolution services to the organization. An incumbent investigates and resolves software and hardware incidents, referring major and unresolved problems to appropriate technical staff; performs a variety of system administration tasks; assists in the evaluation of hardware and software and installs and configures same; records for broadcast Council and Public Hearing meetings, monitors equipment, makes required adjustments and resolves technical issues. The work takes place within an ITSM ITIL compliant service desk environment, is performed under general supervision and requires the exercise of independent judgement and action in day to day activities, referring unusual and policy matters to a superior. Work performance is reviewed in terms of effectiveness of services provided and conformance with accepted practices and policies.

Required Knowledge, Skills and Abilities

- Considerable knowledge of Information Technology Service Management and the ITIL framework;
- Considerable knowledge of the practices and procedures used in installation and operation of equipment and software applications as related to the work performed;
- Sound knowledge of the policies and procedures governing operations as related to the work performed;
- Sound knowledge of the practices and procedures used in the identification and resolution of software and hardware problems as related to the work performed;
- Sound knowledge of communications and the local area network system;
- Ability to investigate, document, assess and resolve software and hardware problems and to liaise with technical specialists on the more complex problems;
- Ability to perform a variety of system administration tasks and to install and configure computer software and hardware;
- Ability to record and film meetings, make adjustments to equipment, resolve technical issues and edit and convert recordings;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective liaison with users and to provide advice, information and assistance to same;
- Ability to work independently and establish work priorities;
- Skill in the operation of equipment used in the work.

Desirable Training & Experience Completion of a two year certificate program in computer technology or related discipline at a technical institute or community college, plus sound related experience OR an equivalent combination of training and experience.

Required Licences, Certificates and Registrations A valid Class 5 Driver's License 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 21**Pay Rates** \$31.00, 32.29, 33.62, 35.04, 36.50 per hour**Posting Date** 6/28/2017**Posting Closing Date** 7/6/2017[Apply Now](#)

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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** Trades 1 Gardener**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Job ID** 17-111

Nature & Scope of Work This is skilled and semi-skilled horticultural work below the journeyman level in the performance of a variety of gardening tasks relative to the cultivation and maintenance of flowers, plants, trees, shrubs, lawns, playing fields, roadway boulevards and related areas. An employee of this class may supervise the work of one or more labourers as required. Independence of judgement and action are exercised in the performance of assigned duties. Work performance is reviewed by a superior on the basis of the attainment of desired objectives and the maintenance of established standards. The incumbent will be responsible for right-of-way maintenance in South Delta, and may be assigned other duties as appropriate.

The work requires the incumbent to exercise independent judgement and action. An incumbent must anticipate the task to be done and may direct others in order to complete the objective. An incumbent must have the ability to carry out oral and written instruction, have the ability to understand written procedures and to complete paperwork clearly and legibly.

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

- Pruning trees, shrubs and hedges, planting shrubs, trees, flowers, plants and seeding or laying turf.
- Maintenance tasks on lawns, playing fields, roadway boulevards and ornamental areas involving weeding, edging, watering, cleaning, hoeing, fertilizing and related tasks.
- Prepare beds for planting, cultivates and rototills soil, applies fertilizers and sprays.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the methods, practices, materials, tools and equipment used in gardening and horticultural work.
- Sound knowledge of the names and species of a wide variety of plants, shrubs, trees and flowers, their characteristics and requirements, and of the preparation and application of fertilizers, sprays and dusting mixtures under supervision of a superior.
- Ability to understand and carry out oral and written instructions.
- Ability to effectively perform skilled and semi-skilled gardening duties.
- Ability to assign and supervise the work of one or more assistants.
- Skill in the use and care of a wide variety of gardening tools and equipment.

Required Licences, Certificates and Registrations

- A valid BC Class 5 Driver's Licence for the Province of British Columbia
- BC Pesticide Applicators Certificate

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 40 Hour Work Week**Pay Grade** T26**Pay Rates** \$33.33 per hour**Posting Date** 6/28/2017**Posting Closing Date** 7/6/2017[» Apply Now](#)

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 21, 2017

Closing Date:

June 28, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-108	Building Service Worker	Parks, Recreation & Culture	Regular Part-Time	13	28 Hour Non-Standard Work Week

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THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 14, 2017

Closing Date:

June 21, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-102	Committee Clerk 2	Clerks	Temporary Full-Time	19	35 Hour Non-Standard Work Week
17-103	Bylaw Inspector	Property Use & Compliance	Regular Full-Time	21	35 Hour Non-Standard Work Week

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[Apply Now](#)**Title** Committee Clerk 2**Department** Office of the Municipal Clerk**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-102

The Opportunity *This is a temporary assignment for one year, beginning in August 2017 and ending in August 2018.*

Nature & Scope of Work This is specialized clerical and secretarial work involving responsibility for providing confidential and other secretarial and administrative services to Council, the Board of Variance, various committees, commissions and bodies and the Office of the Municipal Clerk. Occasional direction is given to one or more clerical staff assigned to assist in the work. An incumbent provides administrative support to the Chief Election Officer in the coordination of Local Government Elections, including but not limited to hiring and training of voting place staff. The Committee Clerk 2 exercises considerable independence of action and judgement in coordinating, arranging meetings, preparing agenda and taking, editing, preparing and distributing minutes. Work performance is reviewed and evaluated by the Municipal Clerk in terms of effective clerical and secretarial services rendered to various authorities and also in terms of assistance provided in handling assigned administrative detail.

This position is required to work a flexible Monday-Friday, 35 hour work week which includes some evening work.

Required Knowledge, Skills and Abilities

- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Thorough knowledge of Delta's Board of Variance Bylaw, Delta's Zoning Bylaw, corporate policies and guidelines, and the relevant Community Charter and Local Government Act sections as they relate to the work of the Board of Variance.
- Considerable knowledge of Local Government functions and objectives of various municipal committees and boards served and of the rules of procedures used in meetings of such authorities.
- Considerable knowledge of modern office practices and procedures and of the rules, policies and regulations governing the work of the Clerk's office.
- Considerable knowledge of the administration of Local Government Elections.
- Working knowledge of the operations and functions of various municipal departments.
- Ability to receive applications made to the Board of Variance (the "Board") pursuant to the Local Government Act, examine plans and applications submitted for consideration of the Board to verify they meet the requirements of the Board of Variance Application Guide, present them to the Board, and assist the applicant and the public with appeal requirements, bylaw and guideline interpretation.
- Ability to coordinate meeting arrangements, prepare agenda and supporting material; take, edit, transcribe and distribute minutes which involve interpretation of the collective sense of meetings, and the framing of motions often from general dialogue.
- Ability to prepare, process and check a variety of reports, documents, correspondence and related data independently.
- Ability to assist the Municipal Clerk and Deputy Municipal Clerk in the planning, development and monitoring of the departmental budget.
- Ability to assist the Chief Election Officer and Deputy Chief Election Officer in the hiring and training of voting place staff, production of election related forms, booklets and lists, liaison with suppliers and other election support.
- Ability to establish and maintain effective working relationships with elected officials, committee and board members, staff and the public.

- Ability to operate a range of standard office equipment.
- Ability to transcribe dictation of a technical nature with high degree of accuracy and considerable speed.
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience Completion of the 12th school grade supplemented by post secondary education in a related field plus considerable related experience in Municipal procedures; 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.

Pay Grade 19

Pay Rates \$28.59, 29.77, 31.00, 32.29, 33.62 per hour

Posting Date 6/14/2017

Posting Closing Date 6/21/2017

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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** Bylaw Inspector**Department** Property Use & Compliance**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-103

Nature & Scope of Work This is inspectional and regulatory work in the enforcement of specific bylaws and regulations. The work entails extensive contact and liaison with the public and although the work is performed within policy, bylaw and regulation guidelines and limits, employees in positions of this class do exercise independent judgment and action on most assignments. The more difficult problems and policy matters are referred to and discussed with a superior who checks and reviews work performance in terms of conformance to established procedures and practices and for effectiveness of inspectional and regulatory services rendered.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the bylaws and regulations related to Municipal operations such as zoning, unsightly premises, illegal suites, signs, nuisance, garbage removal, animals, buildings and weed control.
- Considerable knowledge of bylaws related to business licensing.
- Sound knowledge of provincial court procedures and rules of evidence.
- Ability to investigate complaints and enforce bylaws and other regulations with tact, impartiality, firmness and the use of sound judgment.
- Ability to establish and maintain effective working relationships with a wide variety of contacts.
- Ability to prepare concise, factual reports, to maintain appropriate records and to interpret specific bylaws, regulations and applicable rules to the public.
- Ability to make recommendations regarding remedial or legal action concerning the enforcement of certain bylaws.
- Ability to investigate bylaw non-conformance for prosecution and to act as a witness in court.
- Ability to handle animals, including but not limited to vicious dogs, feral cats and investigate animal care and control related bylaw compliance.
- Ability to work outside in all types of weather, to walk long distances and to climb stairs.

Desirable Training & Experience Completion of the 12th school grade supplemented by courses related to the work and sound experience in inspectional and enforcement work or an equivalent combination of training and experience. Level 1 & Level 2 Bylaw Enforcement Certification or related law enforcement experience is desirable.

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 non standard work week**Pay Grade** 21**Pay Rates** \$31.00, 32.29, 33.62, 35.04, 36.50 per hour**Posting Date** 6/14/2017**Posting Closing Date** 6/21/2017[Apply Now](#)



Posting Date:
May 31, 2017

Closing Date:
June 7, 2017

**Delta Police Department
In-Service Posting CI 17-17**

**Quality Assurance Reviewer
2 Regular Full Time Positions**

**Pay Grade 17
\$26.38 to \$31.00 per hour**

Nature and Scope of Work

This position reports to the Records Supervisor. The Quality Assurance Reviewer scrutinizes the critical standardization of the PRIME Master Name Index; structures elements of General Occurrence reports; routes electronic files to appropriate Platoons/Units for action and client service. Assesses the circumstances surrounding the nature of occurrence and applies the appropriate processing method. Reviews and modifies statistical information through UCR scoring and determines which offences are reportable to the Canadian Centre of Justice Statistics (CCJS). Is responsible for making CPIC entries. Scans documents into electronic file system. Processes requests for information from internal and external agencies. Prepares, processes, and maintains a variety of files, records, reports and related material. PRIME-transcribes incoming reports, if E-Comm's performance of this task is delayed or not able to keep up. Data entry of Violation and By-law reports. Assigns and approves specific follow-ups such as indexing, MV6020's.

Required Knowledge, Abilities and Skills

- Extensive knowledge of the rules, regulations, policies and procedures governing the work performed.
- Extensive knowledge of the methods, practices and procedures used in operational PRIME RMS, CPIC and JUSTIN equipment.
- Sound knowledge of UCR scoring rules.
- Working knowledge of the Criminal Code of Canada and other Federal, Provincial and Municipal statutes.
- Extensive ability to prepare, process, and maintain a variety of files, records and reports.
- Ability to maintain effective working relationships in a team environment and to deal effectively with a variety of internal and external matters that pertain to the work.

Desirable Training and Experience

- High School Grade 12 supplemented by commercial training in a records/information office environment and conversant with the law enforcement and justice system vernacular and environment.
- Computer terminal training in PRIME RMS, JUSTIN, CPIC along with UCR scoring knowledge.
- A minimum of two to three years office experience working in a Police environment.

Required Licenses, Certifications and Registrations

Security clearance is required and will be maintained throughout employment.

Hours of Work: Compressed workweek, 8.75hr work-day, 0630hrs to 1615hrs, Mon. to Fri., four consecutive days (days worked determined based on operational needs).

Applications and resume for this position must be submitted to **Kulwant Sekhon, Human Resources Assistant** by 4:30pm on the closing date indicated above. When applying for this position, please quote posting number.

Human Resources Fax: 604.940.5026

E-Mail: ksekhon@deltapolice.ca

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 7, 2017

Closing Date:

June 14, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-98	Planner 2	Community Planning & Development	Regular Full-Time	30	35 Hour Work Week
17-99	Trades 2 Gardener	Engineering Operations	Regular Full-Time	534	40 Hour Work Week
17-100	Electrical/SCADA Technician	Engineering Operations	Regular Full-Time	26	40 Hour Work Week

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[Apply Now](#)**Title** Trades 2 Gardener**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-99

Nature & Scope of Work This is skilled horticultural work at the journeyman level in the performance of a variety of gardening tasks. An employee of this class may supervise and participate in the work of one or more semi-skilled and/or unskilled subordinates engaged in related tasks. Work includes the responsibility for the cultivation of a variety of flowers, plants, shrubs, and trees, and the care and development of large lawn areas, ornamental parks and other such areas. The work requires the incumbent to exercise considerable independent judgement and action. An incumbent must anticipate the task to be done and may direct others in order to complete the objective. An incumbent must have the ability to carry out oral and written instruction, have the ability to understand written procedures and to complete paperwork clearly and legibly. The incumbent will be responsible for the designing, ordering and planting of horticulture materials for their designated area.

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

- Pruning trees, shrubs and hedges, planting shrubs, trees, flowers, plants and seeding or laying turf.
- Care and Maintenance tasks on lawns, playing fields and ornamental areas involving weeding, edging, watering, cleaning, hoeing, fertilizing and related tasks.
- Prepare beds for planting, cultivates and rototills soil, applies fertilizers and sprays.
- Supervises and assists one or more helpers in maintaining the overall cleanliness and appearance of the park areas.
- Answers a variety of questions from the public regarding various phases of horticultural activities.
- Designs, orders and plants annual displays and shrub beds.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the methods, practices, materials, tools and equipment used in gardening and horticultural work.
- Considerable knowledge of the methods, materials, tools and practices used in maintaining turf sports areas.
- Considerable knowledge of the names and species of a wide variety of plants, shrubs, trees and flowers, their characteristics and requirements, and of the preparation and application of fertilizers, sprays and dusting mixtures under supervision of a superior.
- Ability to understand and carry out oral and written instructions.
- Ability to effectively perform skilled horticultural tasks with minimal supervision.
- Ability to assign and supervise the work of one or more assistants.
- Skill in the use and care of a wide variety of gardening tools and equipment.
- Skill in the preparation and application of sprays and dusting mixtures.

Required Licences, Certificates and Registrations

- Must possess a Certificate of Qualification in the trade of Landscape Horticulture.
- BC Pesticide Applicators Certificate.
- Valid BC Driver's Licence, minimum Class 5

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 40 Hour Work Week

Pay Rates \$35.50 per hour

Posting Date 6/7/2017

Posting Closing Date 6/14/2017

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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** Planner 2**Department** Community Planning & Development**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-98

Nature & Scope of Work This is professional planning work in the formulation of solutions to physical, economic or social planning issues and the implementation of municipal land use and policy objectives. The work entails conducting assigned or independently initiated planning projects aimed at enabling the Corporation to meet planning requirements. A significant component of this work will involve the processing of various types of development applications of a moderate to complex nature. The incumbent is expected to consult and communicate extensively with a variety of stakeholders including applicants, members of the public, and internal and external contacts. The incumbent will also be assigned or participate in various policy planning projects including the updating and refinement of area plans, the zoning bylaw and related initiatives and the writing of reports. The work of this class is distinguished from that of Planner 1 by the complexity and scope and of assignments and the independence exercised. An incumbent may supervise professional or technical staff working on a given project and exercises considerable independent initiative, judgement and action in executing the assignments, discussing unusual or policy matters with a superior who evaluates work performance in terms of achievement of desired objectives and the quality of contribution to overall strategies and plans.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the principles, practices, techniques and methods applicable to community planning operations, including the processing of development applications of various types
- Considerable knowledge of the rules, regulations, policies, bylaws, objectives and legislation governing the operations of the Community Planning & Development Department
- Considerable knowledge of the analytical and research techniques and methodology used in the work performed.
- Considerable knowledge of economics, Corporation finance and sociology and of current trends and developments applicable to municipal planning.
- Ability to conduct on-going or special planning projects, to perform planning research and analytical tasks and to apply statistical techniques.
- Ability to prepare reports and recommendations on a variety of planning projects, programmes and policies, to communicate effectively and to explain complex technical concepts and plans to non-technical people.
- Ability to establish and maintain effective working relationships with staff, internal and external contacts and authorities.
- Ability to act as departmental representative on municipal and regional committees, and as advisor, liaison and resource to internal and external contacts.
- Ability to supervise staff assigned to various projects and assist in the training and development of junior staff and new employees.
- Ability to perform tasks under general supervision.
- Ability to exercise consistent judgement and creativity in dealing with a variety of planning matters.

Desirable Training & Experience University graduation in an appropriate discipline, preferably supplemented by a post-graduate degree in Planning, plus considerable professional planning experience or an equivalent combination of training and experience.

**Required Licences,
Certificates and
Registrations**

- Membership or eligibility for membership in either the Planning Institute of British Columbia or Canadian Institute of Planners
- 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 30

Pay Rates \$44.93, 46.88, 48.87, 50.95, 53.20 per hour

Posting Date 6/7/2017

Posting Closing Date 6/14/2017

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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** Electrical/SCADA Technician**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-100

Nature & Scope of Work Reporting to the Electrical/Mechanical Superintendent, this is complex technical work encompassing a wide variety of electrical and electronics duties such as: Supervisory Control and Data Acquisition (SCADA), traffic signals, street lighting, field wiring, small electrical system design modification and general project management. The Electrical/SCADA Technician is responsible for ensuring the continued operation of various types of I/O and connection instrumentation as well as performing a variety of technically oriented duties related to the installation, programming, testing calibration, troubleshooting and repair of PLC/SCADA control systems and other municipal operations related electrical system controls. The incumbent must have considerable knowledge of: the practices, methods, tools, equipment, occupational hazards and safety practices particular to the electrical and electronics trades. They shall also have good working knowledge of the Master Municipal Construction Document (MMCD).

Illustrative Examples of

Work The position will generally oversee a variety of system design work, troubleshooting and implementation of the Engineering Department's electronic controls systems, including:

All aspects related to the SCADA Systems for:

- Potable Water Pressure Reducing Valve Stations
- Sanitary Pump Stations
- Drainage Pump Stations
- Flood Box Controls
- Irrigations Stations and Control Structures
- Traffic Signal Kiosks for the municipal traffic signal network
- Performing root cause failure analysis and investigations on equipment
- Assisting with the development of implementation strategies to expand and improve the SCADA network

General duties also include:

- Estimating and requisitioning of materials required for projects from layouts, sketches and plans
- Maintaining records and reports related to the work
- Liaise with supervisor to plan/assign work and supervise the work when more staff is required
- Coordinates and responds too technical inquiries independently or in conjunction with other municipal staff, consultants, contractor and suppliers
- Field wiring of various electrical systems

Required Knowledge, Skills and Abilities

- 5 years experience in the maintenance and troubleshooting of technical SCADA issues
- Thorough knowledge of principles, practices and procedures related to the installation, maintenance, testing, and troubleshooting of electronic communication systems and components, radio transmitters/receivers alarm systems and control devices
- Experience with Motorola RTUs and GE Proficy HMI/SCADA is a benefit
- Experience with electrical and mechanical systems used in the water, drainage and wastewater industries
- A well rounded electrical, instrumentation, automation and communications systems background
- Knowledge of: Radio based transmission systems, IP data transmission and

- Required Licences, Certificates and Registrations**
- HMI/PLC/RTU programming
 - An excellent track record in resolving complex automation and technical communication issues.
 - Good project management and organizational skills
 - Ability to document work procedures and techniques
 - Strong and tactful interpersonal and oral communication abilities
 - Ability to respond to after-hours calls in a timely manner
- Required Licences, Certificates and Registrations**
- Graduation from an accredited Institute of Technology with a diploma in Electrical and Computer Engineering Technology (Automation and Instrumentation or Computer Control option)
 - Diploma in electronics, telecommunications or computer control
 - PLC/RTU programming certification
 - Certified Electrician
 - Valid Class 5 BC Driver's Licence

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 40 Hour Work Week

Pay Grade 26

Pay Rates \$38.02, 39.69, 41.37, 43.09, 44.93 per hour

Posting Date 6/7/2017

Posting Closing Date 6/14/2017

 **Apply Now**

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

May 31, 2017

Closing Date:

June 7, 2017

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
17-93	Fitness Coordinator	Parks, Recreation & Culture	Regular Full-Time	21	35 Hour Non-Standard Work Week
17-94	Cashier/Receptionist (2 Positions)	Parks, Recreation & Culture	Regular Part-Time	12	28 Hour Non-Standard Work Week
17-95	Engineering Project Technologist	Engineering	Temporary Full-Time	27	35 Hour Work Week
17-96	Building Service Worker	Parks, Recreation & Culture	Regular Full-Time	13	40 Hour Non-Standard Work Week

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[Apply Now](#)**Title** Fitness Coordinator**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-93

Nature & Scope of Work This is supervisory recreation work in planning, developing and coordinating fitness programs and activities in the community for all age and ability levels. An incumbent supervises the work of a large group of part-time and auxiliary staff and oversees the work of contracted staff; coordinates the operations of fitness facilities within centres; develops and promotes fitness programs, including those with external partners; and is responsible for the maintenance, acquisition and disposal of fitness equipment. Considerable independent judgment and action are exercised in the work while performance is reviewed by a superior for effectiveness of services provided in the delivery of fitness programs and the operation of facilities.

Illustrative Examples of Work

- Plans, develops, coordinates and implements or recommends the implementation of varied community-wide fitness programs for all age and ability levels; evaluates program effectiveness; coordinates the operations of fitness facilities located in larger centres.
- Keeps abreast of developments in the field of weight and fitness training; identifies and assesses community fitness needs and interests; develops program partnerships with external groups and contractors; coordinates with recreation staff in other fields in the development of complementary programs.
- Plans, assigns, supervises and reviews the work of a large group of part-time and auxiliary staff working at various locations; develops and provides staff training, workshops and guidance; evaluates work performance; interviews and auditions applicants; oversees the work of contracted instructors.
- Develops program schedules and sets prices within established guidelines; monitors budget expenditures; prepares grant applications, correspondence, reports and other materials related to the work.
- Ensures the proper functioning, maintenance and safety of all fitness equipment in weight rooms, aerobics studios and off-site program locations; coordinates and oversees contracted maintenance of equipment; maintains annual replacement plan and arranges for trade-in or resale of used equipment; purchases new equipment within defined limits and recommends larger purchases; determines location and set-up of new equipment.
- Arranges for the development of promotional materials and event advertising and marketing; participates on various committees to promote fitness; promotes programs through the media.
- Provides fitness instruction to clients.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices involved in developing, implementing, coordinating, evaluating and promoting fitness programs, and in coordinating the operation of fitness facilities.
- Considerable knowledge of the policies, regulations and rules governing the work.
- Considerable knowledge of the fitness needs and interests of the community.
- Sound knowledge of the use and operation of the various types of fitness equipment applicable to the work.
- Ability to plan, assign, supervise and review the work of subordinates.
- Ability to develop, coordinate, implement and promote fitness programs and activities which meet the needs and interests of the community.
- Ability to provide instruction to staff and clientele.
- Ability to establish and maintain effective working relationships with a variety of internal

and external contacts.

- Ability to monitor budget expenditures.
- Ability to communicate effectively orally and in writing, and to prepare various materials related to the work.
- Skill in the operation of fitness equipment used in the work.

Desirable Training & Experience University graduation in Kinesiology or a related discipline 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
- Supervisor of Fitness Leaders Designation
- Registered Fitness Appraiser
- BCRPA Fitness Leadership Registration

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 21

Pay Rates \$31.00, 32.29, 33.62, 35.04, 36.50 per hour

Posting Date 5/31/2017

Posting Closing Date 6/7/2017

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[Apply Now](#)**Title** Cashier/Receptionist (2 Positions)**Department** Parks, Recreation & Culture**Job Status** Regular Part Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-94

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**Pay Grade** 12**Pay Rates** \$21.61, 22.53, 23.41, 24.32, 25.33 per hour**Posting Date** 5/31/2017**Posting Closing Date** 6/7/2017[Apply Now](#)

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[» Apply Now](#)**Title** Engineering Project Technologist**Department** Engineering Department**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 17-95**Nature & Scope of Work** *This is a temporary full-time assignment, to approximately July, 2018.*

This is technical engineering work in designing municipal infrastructure and monitoring construction of such infrastructure 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 utility and road infrastructure. Thereafter, an incumbent is responsible for monitoring, personally and through engineering inspection staff and/or Consultants, the construction of such infrastructure ensuring compliance with plans and related specifications and schedules. The work also involves estimating project construction costs, preparing specifications and contract documents. In addition, the incumbent is required to consult, maintaining, liaise and provide 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.
- Demonstrated ability to effectively and positively, both written and verbally, deal with members of the public.
- 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.

**Required Licences,
Certificates and
Registrations**

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

Posting Date 5/31/2017

Posting Closing Date 6/7/2017

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