

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

April 13, 2016

Closing Date:

April 20, 2016

Posting #	Position	Department	Status	Hours Per Week
71/16	Operations Service Worker 3	Engineering Operations	Regular Full-Time	40 Hour Work Week
72/16	Water Systems Operator 3	Engineering Operations	Regular Full-Time	40 Hour Work Week
73/16	Aquatic Leader	Parks, Recreation & Culture	Temporary Full-Time	35 Hour Non-Standard Work Week
77/16	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	28 Hour Non-Standard Work Week
78/16	Building Maintenance Worker	Parks, Recreation & Culture	Regular Full-Time	40 Hour Non-Standard Work Week

- 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.
- The Internal Job Posting List is intended to be for reference purposes only. Please visit www.delta.ca/internaljobs for a complete listing of all current job postings.



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Human Resources & Corporate Planning
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Title Operations Service Worker 3

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 71/16

Nature & Scope of Work This is maintenance, construction and repair work in the water, sanitary sewer, and storm drainage areas. The incumbent will respond to complaints and emergencies received from the public and take appropriate action, as well as complete various programs and requests assigned by the superintendent. An incumbent in this position exercises independence of action and judgement in troubleshooting and resolving problems.

The incumbent must have considerable knowledge of the practices, methods, materials, tools and equipment, as well as the occupational hazards and proper safety practices particular to the position. He/she must also have a good working knowledge of Delta's Master Utility Specifications and underground utility systems.

An incumbent must communicate effectively with their superintendent to ensure that the superintendent is aware of all work requests/complaints and their current status. The incumbent may direct and supervise the work of others. Customer service is an important aspect of this work and tactful, diplomatic, and persuasive communication with the public, external agencies and co-workers is expected.

Required Knowledge, Skills and Abilities An incumbent will perform a variety of tasks including, but not limited to the following:

- Assist in troubleshooting and determining corrective action for complaints, requests for service, and emergency situations received from the public in the water or wastewater Utility.
- Assist CCTV Operator in inspection of sanitary sewer and storm drainage services and mains.
- Familiar with dye tests and leak detection using appropriate equipment.
- Ability to develop and apply new and improved work methods and techniques.
- Ability to perform skilled pipe-laying work.
- Ability to maintain all records relating to the position e.g. Service Work Orders.
- Considerable knowledge of methods, techniques, materials, tools, and equipment used in general construction and maintenance work.
- Ability to lay out, direct, check and participate in the work of subordinates performing skilled and semi-skilled manual construction or maintenance tasks.

Required Licences, Certificates and Registrations

- A valid BC Class 5 Driver's Licence for the Province of British Columbia
- Completion of Secondary School or equivalent
- Completion of Introduction to Public Works Course will be considered an asset

Preference will be given to candidates who possess the following:

- BC Environmental Operators Certification Program Level 1 Certification in:
 - (a) Water Distribution Systems and/or
 - (b) Wastewater Collection Systems

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 \$27.09 per hour (2015 rate)

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[Apply Now](#)**Title** Water Systems Operator 3**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 72/16

Nature & Scope of Work This is skilled technical and supervisory work involving responsibility for the organization and direction of a moderate sized group of subordinates engaged in skilled and semi-skilled water system repair, maintenance and servicing operations. An employee of this class assigns, inspects, supervises and as required, assists in the work of subordinates and is responsible for the quality, progress and completion of assigned projects and operations. Both oral and complex written assignments may be received from a superior who reviews work performance in terms of the efficiency of operations and adherence to established work and safety standards.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the methods, practices, materials, tools and equipment used in the work.
- Thorough knowledge of the hazards and safety precautions related to the work.
- Considerable knowledge of the applicable departmental rules, regulations, policies and procedures.
- Ability to plan, assign, supervise and check the work of subordinates, to schedule maintenance projects and to provide emergency repairs.
- Ability to prepare and maintain a variety of work records and reports, to read sketches, plans and diagrams, to order materials and to monitor expenditures.
- Ability to assist with selecting, training, evaluating, disciplining and motivating staff.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to perform all duties with minimal supervision.

Desirable Training & Experience Completion of the 12th school grade supplemented by related technical courses, plus considerable related experience including some supervisory experience, OR an equivalent combination of training and experience. A valid Cross Connection Control certification is also desirable.

Required Licences, Certificates and Registrations A valid driver's licence for the Province of British Columbia is a requirement of this position. An E.O.C.P. Water Distribution Level 3 designation is also required.

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 \$36.45, 37.58, 38.63 per hour (2015 rates)

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[» Apply Now](#)**Title** Aquatic Leader**Department** Parks, Recreation & Culture**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 73/16**Nature & Scope of Work** *This is a temporary full-time position until approximately May 2017.*

This is aquatic leadership and supervisory work in assisting a superior to plan, promote, organize and direct instructional and recreational aquatic programs and activities for all age levels at indoor pools and outdoor aquatic facilities. An incumbent of a position in this class participates in and supervises the work of subordinate aquatic staff who perform swimming instructional and lifeguard duties and clerical/cashiering and maintenance work. Employees of this class participate in program and provisional budget preparation and, while independence of judgement and action is exercised with respect to matters of a routine nature, difficult or unusual problems are referred to a superior who evaluates work performance in terms of the effectiveness of the aquatic programs and services offered, and conformance with established policies and procedures.

Required Knowledge, Skills and Abilities

- Sound knowledge of the theory and practice of lifesaving, artificial respiration and first aid
- Sound knowledge of the principles and practices involved in planning, organizing and offering community instructional and recreational programs
- 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 assign, check, supervise and evaluate the work of a large number of subordinate aquatic staff; ability to participate in the training of instructional and lifeguarding aquatic staff.
- Ability to participate in the planning and organizing of instructional and recreational aquatic programs and to assist in the preparation of provisional budgets for such programs.
- Ability to establish and maintain effective working relationships with officials, employees, community groups/clubs 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 operation and maintenance, Pool Operators Certificate or courses plus sound related supervisory 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.

Hours of Work 35 Non-standard Work Week

Compensation, Salary and Benefits Pay Grade: 18
Pay Rate: \$26.63, 27.75, 28.90, 30.09, 31.34 per hour (2015 rates)

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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** Cashier/Receptionist**Department** Parks, Recreation & Culture**Job Status** Regular Part Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 77/16

Nature & Scope of Work 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, Salary and Benefits Pay Grade: 12
Pay Rate: \$20.98, 21.87, 22.72, 23.61, 24.59 per hour (2015 rates)

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[Apply Now](#)**Title** Building Maintenance Worker**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 78/ 16**Nature & Scope of Work** *This position will be subject to classification review in 6 months.*

This is skilled and semi-skilled technical work involving the inspection, maintenance and repair of heating, ventilating, air conditioning and related systems in municipal buildings. An incumbent performs preventive maintenance tasks of considerable variety as well as scheduled and emergency repairs and those arising from user complaints. An incumbent also performs a variety of minor plumbing, electrical, carpentry and painting tasks not requiring trade certification. Considerable independent judgement and action are exercised within the framework of established guidelines while major repairs are referred to a superior who reviews work performance for quality of services and conformance with established standards. The incumbent is required to identify the need for contracted maintenance or repairs, and oversees and approves the work of private contractors under the direction of a supervisor.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices, tools and equipment used in building support services, maintenance and repair work.
- Considerable knowledge of the functions and operation of heating, ventilating and air conditioning equipment and services.
- Working knowledge of the function and operations of plumbing and electrical equipment and related systems.
- Ability to diagnose causes of equipment breakdown, identify potential problems, and operate, maintain and make minor repairs to heating, ventilating and air conditioning equipment and related systems.
- Ability to assist in the implementation of a preventive maintenance program for all physical plant equipment and related support systems.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to read blueprints and plans and to prepare and maintain reports and records related to the work.
- Ability to assign, check, supervise, and schedule the work of a small group of operational staff under the direction of a supervisor.
- Skill in the use and care of tools used in the work.

Desirable Training & Experience Completion of Grade 12 supplemented by technical courses related to the work such as Power Engineering plus sound related experience in building maintenance operations; 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. Applicants will be required to undergo an Enhanced Police Information Check.

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 non-standard work week

Compensation, Salary and Benefits Pay Grade 19
\$27.75, 28.90, 30.09, 31.34, 32.63 per hour (2015 rates)

Posting Date 4/13/2016

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