

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS**Posting Date:****April 27, 2016****Closing Date:****May 4, 2016**

Posting #	Position	Department	Status	Hours Per Week
79/16	Icemaker Maintenance Worker 3	Parks, Recreation & Culture	Regular Full-Time	40 Hour Non-Standard Work Week
80/16	Environmental Officer	Climate Action & Environment	Regular Full-Time	35 Hour Work Week
81/16	Senior Environmental Officer	Climate Action & Environment	Temporary Full-Time	35 Hour Work Week
82/16	Formsetter Concrete Finisher	Engineering Operations	Regular Full-Time	40 Hour Work Week
83/16	Trades 1 Gardener	Engineering Operations	Regular Full-Time	40 Hour Work Week
85/16	Administrative Secretary	Chief Administrative Office	Temporary Full-Time (Exempt)	35 Hour Work Week
86/16	Administrative Secretary	Community Planning & Development	Temporary Full-Time (Exempt)	35 Hour 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.



The Corporation of Delta
 Human Resources & Corporate Planning
 4500 Clarence Taylor Crescent
 Delta, BC V4K 3E2
 (604) 946-3246



... a great place to live, work & play

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The Corporation of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

**ADMINISTRATIVE SECRETARY - EXEMPT
COMMUNITY PLANNING & DEVELOPMENT DEPARTMENT**

~APPROXIMATELY 15 MONTHS~

We are looking for a dynamic, motivated and highly organized person who will provide administrative support including the handling of sensitive, confidential and complex administrative duties to the Director of Community Planning & Development and departmental senior managers. Duties will include:

- Receive and organize the Director's and Department's communications including screening telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention.
- Scheduling internal/external meetings on behalf of the Director, confirming travel arrangements if necessary.
- Provide excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person, including liaising with other Admin/Exec Assistants, Directors, Chief Administrative, Mayor's offices and Council members.
- Maintain electronic tracking and records of invitations and customer complaints and inquiries.
- Coordinate meetings with staff and/or community stakeholder groups, have discussions with stakeholders to clarify issues to determine priority and the required level of Director, Deputy Director and/or staff involvement.
- Anticipate, identify and manage emerging issues and challenges within the department.
- Independently and appropriately direct internal/public requests for departmental service.
- Compose, proofread, edit and finalize a variety of documents, letters, memos and/or Council Reports, including those of a technical nature.
- Support the Director in both internal/external departmental projects with an ability to anticipate the Director's needs independently.
- Working knowledge of Tempest/Prospera/DeltaMap is an asset.

Qualifications: A minimum of three (3) years of extensive, high level office experience plus post secondary certificate in Business Administration or an equivalent combination of education and experience will be considered. Proficiency in MS Office and desktop publishing. Local Government Management courses are an asset. Experience working with senior levels of government, business, residents and local associations. An ability to uphold the dignity, respect, order and confidentiality of the Corporation of Delta. Tact and diplomacy in handling sensitive issues. Strong organizational, interpersonal and communications skills are essential.

If you are interested in this exempt temporary full-time opportunity you are requested to apply on-line at www.delta.ca/employment, under competition number **86/16** by **May 4, 2016**.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information check.

The Corporation of Delta
Attention: Human Resources
4500 Clarence Taylor Crescent, Delta, BC V4K 3E2
www.delta.ca/employment



www.delta.ca



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ADMINISTRATIVE SECRETARY - EXEMPT

~ WORK EXPERIENCE OPPORTUNITY — AVAILABLE TO DELTA EMPLOYEES ONLY ~

TEMPORARY FULL TIME (TO DEC 31, 2016)

We are looking for a dynamic, motivated and highly organized person who will provide administrative support including the handling of sensitive, confidential and complex administrative duties to the Corporate Administration Executive offices (Mayor and Chief Administrative Officer).

Duties will include:

- Receive and organize Corporate Administration communications including telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention.
- Provide excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person.
- Maintain electronic tracking and records of invitations and customer complaints and inquiries.
- Coordinate meetings with community stakeholder groups, and occasionally have preliminary meetings with stakeholders to clarify issues to determine priority and the required level of Mayor, Council, CAO and/or senior staff involvement.
- Anticipate, identify and manage emerging issues and challenges.
- Independently and appropriately direct internal/public requests for departmental service.

Qualifications: A minimum of three (3) years of extensive, high level office experience plus post secondary certificate in Business Administration or an equivalent combination of education and experience will be considered. Proficiency in MS Office and desktop publishing. Local Government Management courses are an asset. Experience working with senior levels of government, business, residents and local associations. An ability to uphold the dignity, respect, order and confidentiality of the Corporation of Delta. Tact and diplomacy in handling sensitive issues. Strong organizational, interpersonal and communications skills are essential.

This temporary opportunity will provide the successful candidate with knowledge and skills at the administrative secretary level – once completed, they will return to their previous CUPE or exempt position. Interested applicants are requested to apply on-line (with a cover letter outlining your interest in the experience) at www.delta.ca/employment, quoting competition number **85/16** by **May 4, 2016**.

We thank all applicants for their interest; only those under consideration will be contacted. Preferred candidates will be required to submit a Police Information check.

The Corporation of Delta
Attention: Human Resources
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Title Trades 1 Gardener

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 83/16

Nature & Scope of Work 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.

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 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 Rates \$32.35 per hour (2015 rate)

Posting Date 4/27/2016

Posting Closing Date 5/4/2016

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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** Senior Environmental Officer**Department** Climate Action & Environment**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 81/16**Nature & Scope of Work** *This position is a 1 year assignment to approximately May 2017.*

This is complex and specialized work in researching, developing, analyzing and implementing policies, practices and initiatives related to the operations of the Office of Climate Action and Environment. An incumbent of this class coordinates, develops and implements the Corporation's climate change and environmental programs; participates in the response to environmental emergencies, as required; examines development and engineering plans; directs the work of consultants and staff; prepares a draft budget for the division and upon approval, implements, monitors and controls same. The work involves extensive contact with other municipal departments and a variety of external agencies and contacts within senior governments and the private sector. Considerable tact, independence of judgement and action is exercised in all aspects of the work, discussing only policy matters and contentious issues with a superior. The incumbent reports to the Manager of Climate Action and Environment, however, the work is subject to direction from, and review by, the aforesaid Manager and the Director of Human Resources & Corporate Planning. Work performance is evaluated by a superior through examination of reports and recommendations and for the attainment of desired objectives.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the procedures, methods and practices applicable to the Office's operations and of the policies, procedures, regulations and by-laws governing the work performed.
- Considerable knowledge of the policies, principles, practices and objectives of climate change mitigation and adaptation, environmental management and of the trends and developments related thereto.
- Considerable knowledge of the principles, objectives, methods and procedures applicable to the response to environmental emergencies.
- Sound knowledge of the principles of chemistry, biology, ecology and physics as applied to the work performed.
- Ability to review, analyze, recommend and implement new and/or revised programs, policies, objectives, by-laws, procedures and pollution control standards.
- Ability to coordinate and implement environmental reviews and fish and wildlife habitat protection projects, to assist in the design of projects and in the development and formulation of standards and policies related thereto.
- Ability to direct and/or coordinate the work of consultants engaged in technical and research projects and to assign and check the work of regulatory, research and clerical staff.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts; to represent the Office or municipality internally or externally and to promote interest in and publicize the Office's programs.
- Ability to prepare budget estimates and to monitor and control expenditures.
- Ability to prepare and/or maintain correspondence, reports, tabulations, records and related materials and to interpret plans, technical reports and data.
- Ability to make effective oral and written presentations and to conduct educational sessions for staff and members of the public.
- Skill in the use of equipment and instruments used in environmental quality control programs.

Desirable Training & University graduation with a Bachelor's of Science degree with major courses in biology, ecology

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[Apply Now](#)**Title** Icemaker Maintenance Worker 3**Department** Parks, Recreation & Culture**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 79/16**Nature & Scope of Work** *This is a Temporary Full-time position until approximately October 2016.*

The work involves ensuring that all the mobile and stationary equipment and machinery used in the complex functions effectively and is maintained on a regular basis. Responsibility is entailed for carrying out minor repairs when breakdowns occur, for performing a variety of building maintenance duties and for undertaking limited construction and renovation projects according to prepared specifications and as directed. In addition, an incumbent directs and participates in the work of subordinate staff engaged in a variety of icemaking, custodial and related service activities and provides training, instruction and guidance to junior ice making staff as required. Independent judgement and action are exercised in initiating and undertaking technical tasks, in directing the work of subordinates and in regularly assuming operational and security responsibilities for a facility in the absence of a superior. Work performance is reviewed by a superior for effectiveness of the services provided and for conformance to established practices and procedures.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the methods, materials and equipment used in icemaking and refrigeration operations for skating and curling activities.
- Good knowledge of electrical, plumbing and heating systems applicable to the operation of the facility.
- Good knowledge of materials, methods and equipment used in building maintenance and janitorial work.
- Good knowledge of the regulations governing ice-rink events.
- Ability to provide training, instruction and guidance to junior ice making staff, maintenance and other subordinate staff as required.
- Ability to operate, maintain, overhaul and make minor repairs to all mobile and stationary equipment and machinery typically used in skating and curling rinks and community centers.
- Ability to assume operational and security responsibility on a regularly recurring basis in the absence of a superior.
- Ability to supervise the work of a small number of permanent and part-time staff.
- Ability to undertake and perform as directed construction and renovation projects of a limited nature.
- Ability to deal effectively and courteously with the public and user groups.
- Skill in the operation and care of the tools and equipment utilized in the work.

Desirable Training & Experience Completion of Grade 10 supplemented by related technical training, plus sound experience in the operation and maintenance of refrigeration, heating, electrical and plumbing equipment and in the manufacture and maintenance of ice; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

- BC Refrigeration Operators' Certificate OR 5th Class Power Engineer, Refrigeration Endorsement OR Ice Facility Operator Certificate.
- 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 40 Hour Non-standard Work Week**Compensation, Salary** Pay Grade: 17.5**and Benefits** Pay Rate: \$26.04, 27.13, 28.24, 29.39, 30.61 per hour (2015 rates)**Posting Date** 4/27/2016**Posting Closing Date** 5/4/2016[Apply Now](#)

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Title Formsetter Concrete Finisher

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 82/16

Nature & Scope of Work This is skilled formsetting and concrete finishing work in the construction, maintenance, and repair of sidewalks, driveway letdowns, curbs and gutter, pavements and related concrete works. This is supervisory and manual work and involves participating in, supervising and coordinating the work of one or more individuals engaged in concrete repair and maintenance work, as well as other tasks related to the section. An incumbent is responsible for leading a crew, supervising the work of the crew, for crew productivity, for the quality of the work and for adherence to specifications, work standards, policies and procedures.

The work involves building and setting forms to grade and pouring and finishing concrete surfaces. The incumbent must be skilled in the use of carpentry tools, concrete placement and finishing tools, and other tools and equipment used in the work. The incumbent must possess considerable knowledge about concrete types, strengths and characteristics, and must be proficient in their uses and applications.

An incumbent must work in all types of weather conditions and be physically fit to perform heavy manual work in a variety of work situations. During inclement weather or when concrete work is lacking, the incumbent will be required to perform other tasks as assigned by the supervisor. An incumbent receives oral and written instructions from the supervisor and is responsible for organizing his work day. Working from plans or sketches and/or matching existing works, the incumbent must be able to construct or reconstruct sidewalks, curb and gutters, and other concrete works. The incumbent is responsible for computing material requirements from work orders, from sketches and field measurements and for ordering the material to be used on a daily basis.

An incumbent exercises considerable independent judgement and action in setting up worksites, and is responsible for all in field crew safety issues. An incumbent must communicate effectively with his crew members, supervisory staff and the general public. The work of the incumbent is reviewed by a supervisor for workmanship and conformance to acceptable standards and procedures and for attainment of desired objectives. An incumbent receives advice and direction from a supervisor on large or more complicated and unusual projects.

Required Knowledge, Skills and Abilities Candidates must possess previous construction and/or maintenance experience in a municipal environment, specifically related to concrete maintenance and construction. Considerable knowledge of the tools, equipment, materials and construction methods for concrete finishing in a municipal setting is required.

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 40 Hour Work Week

Compensation, Salary and Benefits \$29.38 per hour (2015 rate)

Posting Date 4/27/2016

Posting Closing Date 5/4/2016

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[Apply Now](#)**Title** Environmental Officer**Department** Climate Action & Environment**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 80/16**Nature & Scope of Work**

This is technical inspectional, regulatory and enforcement work in assisting a superior in the overall operation of environmental programs undertaken by the Corporation. The incumbent promotes and supports effective criteria in all environmental areas, effects improvements to environmental quality standards and assists in establishing programs. The work involves environmental review of internal and external projects, water quality sampling and data interpretation, environmental inspections of industrial and commercial businesses, invasive species management, contaminated site profile and related issues, assisting with the delivery of climate change related programs and initiatives and the development and delivery of environmental education programs and materials. Considerable contact with the public and other external contacts is required as well as the ability to exercise sound independent judgement and action on the majority of assignments. The more complex and/or contentious problems and matters are referred to and discussed with a superior who reviews work performance in terms of the accomplishment of desired objectives.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the methods, procedures and equipment and instruments used in environmental programs.
- Considerable knowledge of the policies, regulations, standards and by-laws and objectives governing the work performed.
- Sound knowledge of the principles of chemistry, biology, ecology and physics as applied to the work.
- Ability to assist a superior in the operation of environmental control programs and act for such superior when required.
- Ability to perform research and analytical duties, prepare correspondence, reports and related data and material.
- Ability to interpret and explain applicable policies, regulations and standards and establish and maintain effective working relationships with external agencies and contacts.
- Ability to exercise initiative and sound judgement in handling assignments.

Desirable Training & Experience Completion of the 12th school grade supplemented by completion of technical courses related to the work or a Bachelor of Science Degree with major courses in biology, ecology, or related discipline plus sound related experience.

Required Licences, Certificates and Registrations A valid BC 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

Compensation, Salary and Benefits Pay Grade 25
\$35.43, 36.91, 38.52, 40.16, 41.82 per hour (2015 rates)

Posting Date 4/27/2016

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Title Administrative Secretary

Department Community Planning & Development

Job Status Temporary Full Time

Posting Status Accepting Applications

Employment Group Exempt

Job ID 86/16

Nature & Scope of Work This is a temporary full-time assignment for approximately 15 months.

We are looking for a dynamic, motivated and highly organized person who will provide administrative support including the handling of sensitive, confidential and complex administrative duties to the Director of Community Planning & Development and departmental senior managers.

Illustrative Examples of Duties will include:

Work

- Receiving and organizing the Director's and Department's communications including screening telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention;
- Scheduling internal/external meetings on behalf of the Director and confirming travel arrangements if necessary;
- Providing excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person, including liaising with other Admin/Exec Assistants, Directors, Chief Administrative, Mayor's offices and Council members;
- Maintaining electronic tracking and records of invitations and customer complaints and inquiries;
- Coordinating meetings with staff and/or community stakeholder groups, have discussions with stakeholders to clarify issues to determine priority and the required level of Director, Deputy Director and/or staff involvement;
- Anticipating, identifying and managing emerging issues and challenges within the department;
- Independently and appropriately directing internal/public requests for departmental service;
- Composing, proofreading, editing and finalizing a variety of documents, letters, memos and/or Council Reports, including those of a technical nature; and
- Supporting the Director in both internal/external departmental projects with an ability to anticipate the Director's needs independently.

Required Knowledge, The successful candidate will possess the following:

Skills and Abilities

- Proficiency in MS Office and desktop publishing;
- Local Government Management courses are an asset;
- Experience working with senior levels of government, business, residents and local associations;
- An ability to uphold the dignity, respect, order and confidentiality of the Corporation of Delta;
- Tact and diplomacy in handling sensitive issues; and
- Strong organizational, interpersonal and communications skills are essential.

Desirable Training & Experience A working knowledge of Tempest/Prospera/DeltaMap is an asset.

Required Licences, Certificates and Registrations The successful candidate should possess a minimum of three (3) years of extensive, high level office experience plus a post secondary certificate in Business Administration. An equivalent combination of education and experience will be considered.

Safety Requirements Incumbents are required to follow all applicable Safe Work Procedures, participate in Occupational

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Title Administrative Secretary

Department Chief Administrative Office

Job Status Temporary Full Time

Posting Status Accepting Applications

Employment Group Exempt

Job ID 85/16

Nature & Scope of Work This is a temporary full-time assignment to approximately December 31, 2016.

We are looking for a dynamic, motivated and highly organized person who will provide administrative support including the handling of sensitive, confidential and complex administrative duties to the Corporate Administration Executive offices (Mayor and Chief Administrative Officer). This temporary opportunity will provide the successful candidate with knowledge and skills at the administrative secretary level – once completed, they will return to their previous CUPE or exempt position.

Illustrative Examples of Duties will include:

Work

- Receiving and organizing Corporate Administration communications including telephone calls, mail and email messages, and use independent judgment to determine items requiring priority attention;
- Providing excellent and timely customer service to both external and internal customers, via telephone, e-mail, website and in-person;
- Maintaining electronic tracking and records of invitations and customer complaints and inquiries;
- Coordinating meetings with community stakeholder groups, and occasionally have preliminary meetings with stakeholders to clarify issues to determine priority and the required level of Mayor, Council, CAO and/or senior staff involvement;
- Anticipating, identifying and managing emerging issues and challenges; and
- Independently and appropriately directing internal/public requests for departmental service.

Required Knowledge, The successful candidate will possess the following:

Skills and Abilities

- Proficiency in MS Office and desktop publishing;
- Experience working with senior levels of government, business, residents and local associations;
- An ability to uphold the dignity, respect, order and confidentiality of the Corporation of Delta;
- Tact and diplomacy in handling sensitive issues; and
- Strong organizational, interpersonal and communications skills are essential.

Desirable Training & Coursework completed in Local Government Management is an asset.

Experience

Required Licences, The successful candidate should possess a minimum of three (3) years of extensive, high level office
Certificates and experience plus a post secondary certificate in Business Administration. An equivalent combination of
Registrations education and experience will be considered.

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

Posting Date 4/27/2016

Posting Closing Date 5/4/2016

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