

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

August 3, 2016

Closing Date:

August 10, 2016

Posting #	Position	Department	Status	Hours Per Week
118/16	Operations Service Worker 3	Engineering Operations	Regular Full-Time	40 Hour Work Week
119/16	Animal Shelter Attendant	Delta Community Animal Shelter	Temporary Full-Time	35 Hour Non-Standard Work Week
120/16	Standby Backhoe Operator (Equipment Operator 4A)	Engineering Operations	On-Call / Standby	On-Call / Standby

- 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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Title Operations Service Worker 3

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 118/16

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:

Skills and Abilities

- 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)

Posting Date 8/3/2016

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Title Animal Shelter Attendant

Department Delta Community Animal Shelter

Job Status Temporary Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 119/16

Nature & Scope of Work *This is a temporary full-time position with an approximate end date of September 2017.*

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 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

Compensation, Salary and Benefits Pay Grade 15
\$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates)

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Title Standby Backhoe Operator (Equipment Operator 4A)

Department Engineering Operations

Posting Status Accepting Applications

Employment Group CUPE

Job ID 120/16

Nature & Scope of Work This posting is for a standby Equipment Operator 4A (Backhoe Operator) and is open to all candidates who are qualified to meet the level of skills of the Equipment Operator 4A (Backhoe Operator) classification.

The posting is limited to Engineering Operations personnel.

Please note the following:

- Individuals who reside in excess of one-half hour travel time from the Operations yard are **ineligible** for participation on the Call-out Sharing List.

Candidates for this posting will have proven through their previous work in Engineering Operations that they can work independently and resolve complex problems during stressful situations. Sound knowledge of Engineering Department policy is required.

The successful candidate shall receive their regular classified rate of pay, or the rate of pay for a Equipment Operator 4A (Backhoe Operator); whichever is greater. The rate of pay for Standby, or any call outs which may occur, would be in accordance with the Collective Agreement.

Posting Date 8/3/2016

Posting Closing Date 8/10/2016

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Job Posting



4455 Clarence Taylor Crescent · Delta · BC V4K 3E1 Phone: 604.946.4411

deltapolice.ca

The Delta Police Department, one of the most respected police departments in Canada, is based in the richly diverse community of Delta, BC. Our core values of Honour, Integrity, Courage and Trust are the basis of our leadership philosophy and drive our commitment to the community. Every employee and volunteer with Delta Police Department is expected to be a leader by living our core values in all that we do.

Position: **Public Information Representative**

Competition No: **CE 16-20**

Status: **CUPE Auxiliary**

Apply: [Online Application Form](#)

Salary: **\$22.72 - \$26.63 Per Hour**

Closing Date: **August 10, 2016**

Hours: Shift Patterns are 7am – 7pm

Nature and Scope of Work:

A Public Information Representative works at the front counter at our North Delta Public Safety Building or Headquarters on a 12-hour shift pattern. The Public Information Representative duties include, but are not limited to:

- Respond to public walk-in enquiries, including non-emergency reports
- Answer and forward incoming calls through switchboard
- Issue visitor passes and control access to buildings
- Receive and process deliveries
- Receive and report found property
- Maintain private impound and tow logs
- Enter Violation Tickets into the Police Records Management System
- Process On-Line Crime Reports by creating files in Police Records Management System
- Process Police Information Check requests from members of the public
- Process fingerprint requests
- Monitor security cameras and gate security
- Process DPD website General Enquiries

Required Knowledge, Abilities and Skills:

- A thorough understanding of the policing environment, current/local issues, the criminal Code of Canada, Delta Municipal Bylaws, the BC Motor Vehicle Act and other relevant acts & Statutes related to police services
- Ability to deal effectively & tactfully with the public, both in person and by telephone
- Excellent organizational abilities with a demonstrated ability to multi task in a high volume work environment with frequent interruptions
- Computer skills with fast and accurate keyboarding and ability to type 40 words per minute
- Excellent communication and interpersonal skills and the ability to maintain positive working relationships in a team-oriented environment
- Must be able to commit to shift work covering days, statutory holidays and special events

Desirable Training and Experience:

- High School Grade 12 supplemented by academic credentials in the field of criminology, and call-centre or service industry experience will be considered an asset
- Computer terminal training in PRIME RMS, JUSTIN and CPIC
- Training in PRIME, a second language and knowledge of Delta Police Department is an asset

Required Licenses, Certifications and Registrations:

Security clearance is required and will be maintained throughout employment

Hours of work: Shift patterns are 7am to 7pm (Auxiliary – as required)