

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

February 17, 2016

Closing Date:

February 24, 2016

| Posting # | Position | Department | Status | Hours Per Week |
|-----------|----------------------------------|-----------------------------|---------------------|--------------------------------|
| 51/16 | Eng. Project Technologist | Engineering Department | Temporary Full-Time | 35 Hour Work Week |
| 52/16 | Building Service Worker | Parks, Recreation & Culture | Regular Full-Time | 40 Hour Non-Standard Work Week |
| 53/16 | Electronic/Electrical Technician | Engineering Operations | Regular Full-Time | 40 Hour Work Week |
| 54/16 | Cashier/Receptionist | Parks, Recreation & Culture | Temporary Full-Time | 35 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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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** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 54/16**Nature & Scope of Work** This position will be backfilling until approximately September 2016.

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 35 Hour Non-Standard Work Week

Compensation & Benefits Pay Grade: 12
Pay Rates: \$20.98, 21.87, 22.72, 23.61, 24.59 per hour (2015 rates)

Posting Date 2/17/2016**Posting Closing Date** 2/24/2016[» 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** Building Service Worker**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 52/16

Nature & Scope of Work This is manual work of limited complexity in the performance of cleaning and janitorial tasks on an assigned shift in and around Corporation buildings. After initial instructions and indoctrination, the duties are performed under general supervision and work performance is reviewed and evaluated by a superior for adherence to established standards.

Required Knowledge, Skills and Abilities

- Good knowledge of the methods, materials, tools and equipment used in janitorial work.
- Ability to understand and follow oral and written instructions.
- Ability to deal courteously and effectively with the public.
- Ability to perform duties with minimal supervision.
- Skill in the use and care of cleaning and maintenance supplies and equipment.
- Ability to perform heavy lifting.

Desirable Training & Experience Completion of the 8th school grade, preferably completion of janitorial courses and some 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 for some positions.
- A valid Building Service Worker 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 Non Standard Work Week**Compensation, Salary** Pay Grade: 13**and Benefits** Pay Rates: \$21.87, 22.72, 23.61, 24.59, 25.61 per hour (2015 rates)**Posting Date** 2/17/2016**Posting Closing Date** 2/24/2016[» Apply Now](#)

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[» Apply Now](#)**Title** Electronic/Electrical Technician**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 53/16

Nature & Scope of Work This is technical work relating to the installation, testing and preventative maintenance of a variety of electronic sensors, controls, transmitters and similar components of automatic remote sensing and control systems and skilled journeyman level electrical work. An employee of this class also prepares preliminary drawings of existing electrical systems for a superior's approval; participates in determining design requirements for Municipal electrical installations; and prepares and maintains a variety of reports, records and statistics related to the work. Considerable independence of judgement and action is exercised within prescribed guidelines, policies and procedures and work performance is reviewed by a superior in terms of attainment of desired results and efficiency of operations controlled.

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

- Performs preventative maintenance tests and adjustments on various components, including sensors, transmitters, encoders, decoders and automated dialers associated with pumping stations.
- Monitors and responds to electronic and communication system failures and malfunctions by diagnosing and assessing problems according to prescribed procedures and making minor repairs and adjustments; installs electronic components, including sensors, logic units, transmitters and receivers.
- Installs and maintains electrical controls, alarms and motors for sewage, water and drainage pumps and equipment related thereto; installs, adjusts, maintains, and repairs traffic signals.
- Performs miscellaneous construction wiring and related maintenance tasks in Municipal buildings.
- Participates in determining design requirements for Municipal electrical installations; monitors electrical installations by contractors on Municipal work.
- Prepares preliminary electrical drawings for a superior's approval; prepares and maintains records, reports and statistics related to the work.
- Performs related work as required.

Desirable Training & Experience

- Thorough knowledge of the standard methods, practices, materials, tools and equipment used in the installation and maintenance of specialized electrical and electronic control systems and equipment.
- Considerable knowledge of the hazards and necessary safety precautions involved in such work.
- Considerable knowledge of the applicable rules and regulations governing the electrical work performed.
- Ability to read and interpret performance data and error messages from controls, sensors, transmitters and related mechanisms; to diagnose problems as they arise according to prescribed procedures and take the necessary remedial action; and to install electronic components.
- Ability to prepare preliminary electrical drawings and to participate in determining the design criteria for Municipal electrical installations.
- Ability to prepare and maintain records, reports and statistics related to the work performed.
- Skill in the use and care of tools, materials and equipment used in the work.

Required Licences, Certificates and

- Minimum Grade 12.
- BC Certificate of Electrical Qualification with Interprovincial Red Seal.

Registrations

- IMSA Traffic Signal Level 2 certification.
- Valid Driver's Licence for the Province of British Columbia (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 \$37.96 per hour (2015 rate)

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[▶ Apply Now](#)**Title** Eng. Project Technologist**Department** Engineering Department**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 51/16

Nature & Scope of Work This is a temporary full-time position that will span for approximately one year to cover for a maternity leave.

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, maintain, 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**

- A 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

Compensation, Salary Pay Grade 27

and Benefits \$38.52, 40.16, 41.82, 43.62, 45.51 per hour (2015 rates)

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