

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

January 13, 2016

Closing Date:

January 20, 2016

Posting #	Position	Department	Status	Hours Per Week
9/16	Foreman 1	Engineering Operations	Regular Full-time	40 Hour Work Week
10/16	Clerk Typist 3	Parks, Recreation & Culture	Regular Full-time	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.



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 Human Resources & Corporate Planning
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Title Foreman 1

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 9/16

Nature & Scope of Work This is supervisory work involving planning, organizing and supervising the work of a crew or crews of subordinates engaged in public works construction, maintenance, and servicing operations. An incumbent schedules and coordinates the work to ensure efficient operation, is responsible for the quality, progress and completion of assigned projects. An employee of this class also participates in project planning and handles complaints from the public. Considerable independence of judgement and action is exercised in most aspects of the work with the difficult problems or policy matters being referred to or discussed with a superior who reviews work performance in terms of effective and efficient operations of services provided.

Illustrative Examples of Work

- Plans, assigns, schedules, and supervises the work of subordinates engaged in public works construction, repair, and maintenance tasks; trains new subordinates regarding corporate standards and methods and monitors the work of subordinates to ensure adherence to established standards, specifications and safety procedures.
- Schedules the work and coordinates it with other branches as required to ensure efficient operation, sets priorities within established guidelines; develops, recommends, and implements new and/or improved work methods and procedures; directs the work of hired contractors assigned to projects supervised and coordinates their work with the municipal crew.
- Participates in planning and developing long range operating and capital plans; prepares recommendations and reports and discusses same with senior staff.
- Prepares cost estimates, monitors budget expenditures, notifies a superior of potential overruns and provides rationale for overruns as requested.
- Establishes and maintains effective working relationships with a variety of internal and external contacts including responding to queries and complaints from the public referring contentious or difficult matters to a superior.
- Prepares and maintains a variety of records related to the work and orders and expedites requisite equipment and materials.
- Ensures that safety precautions and regulations are observed.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the methods, practices, materials, tools and equipment used in applicable public works operations supervised.
- Considerable knowledge of the applicable occupational hazards and proper safety practices.
- Ability to plan, assign, supervise, and check the work of subordinates engaged in public works construction, repair, and maintenance operations.
- Ability to establish and maintain effective working relationships with internal and external contacts, to coordinate the work with that of related branches and to deal tactfully and effectively with the public.
- Ability to prepare estimates and records, monitor budget expenditures, order equipment and materials and read and interpret plans, blueprints and diagrams.
- Skill in the use and care of tools, material and equipment used in the trade.

Desirable Training & Experience Completion of the 12th school grade supplemented by training and courses related to the work plus considerable related experience preferably in a supervisory capacity; 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 40 hour work week

Pay Rates \$33.90, \$34.95, \$36.10 per hour (2015 rates)

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Title Clerk Typist 3

Department Parks, Recreation & Culture

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 10/16

Nature & Scope of Work This is moderately complex typing and clerical work. The work entails performing repetitious and routine clerical procedures without receiving direct and/or detailed instructions from superiors. An employee of this class types and processes a variety of files, records, reports, correspondence and statements, and provides and receives information to and from various internal and external sources. The work of this class is distinguished from that of the Clerk Typist 2 by the more responsible level of the work which must be performed without direct supervision, requiring the exercise of considerable independence of action and judgement within established guidelines. Work performance is evaluated by a superior for accuracy and conformance with established practices and procedures.

Required Knowledge, Skills and Abilities

- Thorough knowledge of business English, spelling, punctuation and arithmetic
- Considerable knowledge of modern office practices and procedures
- Considerable knowledge of departmental rules, regulations, methods and procedures as they relate to the work performed
- Working knowledge of Provincial and Municipal laws, statues and by-laws as such relate to the work performed
- Ability to perform typing and clerical assignments as received from a variety of sources
- Ability to independently initiate a variety of repetitive, routine clerical procedures and to carry same through to completion with minimal supervision
- Ability to compose routine correspondence and to prepare, type and maintain a variety of records, reports, statements and related documents
- Ability to deal effectively with the public, uniformed members and officials and to interpret and explain rules, regulations and procedures
- Skill in typing rapidly and accurately (minimum of 55 wpm)
- Skill in operating a personal computer including word processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate to advanced level

Desirable Training & Experience Completion of the 12th school grade including or supplemented by typing, word processing and commercial courses plus sound related experience in the Parks, Recreation & Culture Department, preferably at the Clerk Typist 2 level; or an equivalent combination of training and experience. Working knowledge of DeltaMap, Tempest and Class are desirable.

Required Licences, Certificates and Registrations Valid Class 5 Driver's Licence for 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 & Benefits Pay Grade: 15

Pay Rates: \$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates)

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