

**THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS**

Posting Date:

July 6, 2016

Closing Date:

July 13, 2016

Posting #	Position	Department	Status	Hours Per Week
105/16	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	28 Hour Non-standard Work Week
106/16	Bylaw Compliance Officer (4 Positions)	Property Use & Compliance	Regular Full-Time	35 Hour Non-standard Work week

- Applications are accepted only when submitted online at [www.delta.ca/internaljobs](http://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](http://www.delta.ca/internaljobs) for a complete listing of all current job postings.



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**Title** Cashier/Receptionist

**Department** Parks, Recreation & Culture

**Job Status** Regular Part Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 105/16

**Nature & Scope of Work** 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** 28 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** 7/6/2016

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**Title** Bylaw Compliance Officer (4 Positions)

**Department** Property Use & Compliance

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 106/16

**Nature & Scope of Work** This is inspectional and regulatory work in the enforcement of specific bylaws and regulations. The work entails extensive contact and liaison with the public and is supervised by a Senior Bylaw Inspector who assigns tasks and duties related to the enforcement of Delta's Bylaws. The duties and tasks assigned include the confirmation of permits and licences, parking regulations, and site visits including parks, secondary suites, and business premises. It will require the documentation of evidence and the issuance of bylaw notices or municipal tickets as directed. The work and report writing will be reviewed by a Senior Bylaw Inspector who will be tasked with training and evaluating performance on a regular basis.

**Required Knowledge, Skills and Abilities**

- Knowledge of the bylaws and regulations related to Municipal operations such as zoning, unsightly premises, illegal suites, signs, nuisance, garbage removal, animals, buildings and weed control.
- Knowledge of Delta's Bylaws and regulations they relate to secondary suites, parking enforcement, parks use, animal control and licencing, business licencing, and soil deposit permits.
- Considerable knowledge of bylaws related to business licensing.
- Sound knowledge of the Provincial Adjudication System
- Ability to investigate complaints and enforce bylaws and other regulations with tact, impartiality, firmness and the use of sound judgment.
- Ability to establish and maintain effective working relationships with a wide variety of contacts.
- Ability to prepare concise, factual reports, to maintain appropriate records and to interpret specific bylaws, regulations and applicable rules to the public.
- Ability to work outside in all types of weather, to walk long distances and to climb stairs.
- Ability to gather information to support the issuing of a bylaw notice or municipal ticket information.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by courses related to the work and sound experience in inspectional and enforcement work, or an equivalent combination of training and experience. Level 1 & Level 2 Bylaw Enforcement Certification or related law enforcement experience is desirable.

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

**Posting Date** 7/6/2016

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