

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 15, 2016

Closing Date:

June 22, 2016

Posting #	Position	Department	Status	Hours Per Week
96/16	Processing Clerk 2	Engineering Department	Temporary Full-Time	35 Hour Work Week
97/16	Engineering Technologist 2	Engineering Department	Regular Full-Time	35 Hour Work Week
98/16	Recreation Program Coordinator	Parks, Recreation & Culture	Regular Full-Time	40 Hour Non-Standard Work Week
99/16	Processing Clerk 1	Engineering Department	Temporary 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.



The Corporation of Delta
Human Resources & Corporate Planning
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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** Processing Clerk 2**Department** Engineering Department**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 96/16**Nature & Scope of Work** This position is to approximately July 2017.

This is varied and moderately complex clerical and customer service work performed in the Engineering Department's Administration & Customer Service Division. The work involves preparing, maintaining and/or processing a variety of records, documents and related material; responding to a wide variety of enquiries and complaints received from various internal and external contacts; acting for a superior during regular absences of same; typing a variety of material and assisting in the review, development and implementation of information storage and retrieval systems and office methods and procedures. An incumbent exercises considerable independence of judgment and action in most aspects of the work referring or discussing unusual or more complex problems and policy matters with a superior who reviews work performance in terms of conformance with established policies and procedures and maintenance of established standards.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the applicable by-laws and related regulations and departmental policies, practices and procedures.
- Considerable knowledge of the Corporation's public works operations and of the functions of the Engineering Department as related to the work performed.
- Sound knowledge of record keeping, filing, public contact and related functions and of the applicable departmental practices, rules and regulations.
- Sound knowledge of business English, spelling and punctuation.
- Sound knowledge of modern office practices and procedures.
- Ability to deal effectively with the public, staff members, contractors and others in processing a variety of enquiries and complaints and to provide a variety of information and related services.
- Ability to make decisions in accordance with applicable rules, policies and regulations.
- Ability to read and interpret engineering plans and drawings.
- Ability to work under general supervision and to perform a variety of clerical duties.
- Ability to work under pressure and to function effectively while dealing with contentious matters.
- Skill in typing rapidly and accurately (minimum of 55 WPM).
- Skill in operating a personal computer including work processing at an advanced level (graphics, tables, styles), Excel and PowerPoint at an intermediate level.

Desirable Training & Experience Completion of the 12th school grade preferably supplemented by or including commercial courses, plus considerable related clerical experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations 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.

Compensation, Salary and Benefits Pay Grade 17
\$25.61, 26.63, 27.75, 28.90, 30.09 per hour (2015 rates).

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[Apply Now](#)**Title** Engineering Technologist II**Department** Engineering Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 97/16

Nature & Scope of Work This is skilled technical engineering work at the sub-professional level involving the design of municipal engineering services to conform to sound engineering and economic principles. The work involves, the development and maintenance of the long range utilities plans including system modeling, assistance in budget preparation, and the preparation of request for proposals, reports, memos and letters. In addition, the incumbent performs design and layout work; prepares cost and quantity estimates; conducts field inspections; supervises on a project basis, the work of junior design and drafting staff; and provides a variety of information and assistance to internal and external contacts. The incumbent exercises considerable independence of judgement and action in the performance of design and related work within established guidelines, referring policy matters, unusual and complex problems to a supervisor. Work performance is reviewed by a superior for technical adequacy, conformance with established practices and, achievement of desired results.

Required Knowledge, Skills and Abilities

- Considerable knowledge of municipal engineering design principles, methods and techniques, and of applied mathematics.
- Sound knowledge of municipal engineering practices, procedures and functions, and of the rules and regulations applicable to department operations.
- Sound knowledge of computerized utilities system modeling principles, techniques, and related softwares such as: CADD, database, and spreadsheet.
- Excellent writing skills in the preparation of memos, reports, and letters.
- Ability to perform engineering design work to prepare cost and quantity estimates, reports, specifications, plans and drawings.
- Ability to read and interpret plans and specifications and to make fairly complex arithmetical calculations related to the work.
- Ability to analyze a variety of data related to engineering services and to make recommendations regarding proposed and existing developments.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Sound knowledge of construction methods and materials and of survey methods and functions.
- Ability to assign, check and supervise the work of one or more junior staff engaged in design and/or drafting tasks on a project basis.
- Skill in the use and care of equipment related to the work.

Desirable Training & Experience Graduation from an Institute of Technology Diploma program in an appropriate discipline plus sound related experience in municipal engineering operations; certification as an A.Sc.T. is preferable; 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.

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

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[Apply Now](#)**Title** Recreation Program Coordinator**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 98/16

Nature & Scope of Work This is recreation work involving the planning and implementation of recreational, social and cultural programs and events within the community. The work involves responsibility to the developing, implementing and evaluating a variety of approved programs, the supervision of a moderate to large group of subordinates engaged in recreational, clerical and instructional tasks; organizing events; and promoting interest in programs. Considerable independence of judgment and action is exercised in developing and implementing programs within the limits of established policies, procedures and guidelines. Unusual problems and policy matters are referred to a superior who reviews work performance in terms of effectiveness and quality of programs, activities and attainment of desired goals and objectives.

Illustrative Examples of Work

- Plans, develops, coordinates and implements upon approval a variety of recreational, social and cultural programs and community events utilizing community halls & recreation facilities, area schools, and related facilities; assesses program results and recommends changes; develops and recommends proposals for new programs based upon community recreational needs and interests.
- Prepares schedules and coordinates facilities usage; as required, supervises activities within a facility including enforcing rules and regulations and ensuring that required standards of behaviour and safety are maintained; ensures for security of facility and the availability of requisite supplies and materials.
- Plans, assigns, supervises and reviews the work of a moderate to large group of part-time and auxiliary staff engaged in routine recreational tasks, and one or more full time subordinates engaged in clerical tasks; recruits and, as required, trains and provides orientation to instructors and temporary staff; participates in the recruitment of full time clerical support staff.
- Promotes interest and participation in programs, activities, and special events; established and maintains close liaison with community groups, the general public and/or school officials; prepares promotional material and addresses various groups relative to program offerings.
- Prepares and maintains records, reports, requisitions for supplies, and prepares program and event cost estimates and inputs same into an established formula for programs, and monitors program and event expenditures.
- Organizes annual or more frequent reoccurring community recreation events.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of recreational requirements and resources of the area served.
- Considerable knowledge of organized community recreation principles and practices.
- Sound knowledge of the applicable policies, procedures and rules governing the work performed.
- Sound knowledge of sports, social activities, events, crafts, arts and other pursuits related to various recreational programs.
- Ability to plan, schedule, implement, coordinate, evaluate and recommend changes to a variety of recreational programs and events.
- Ability to prepare operating schedules and to coordinate facilities usage.
- Ability to plan, assign, supervise and review the work of a moderate to large group of part-time and auxiliary staff engaged in recreational tasks and one or more full time clerical support staff.

- Ability to establish and maintain effective working relationships with a variety of external and internal contacts.
- Ability to prepare and maintain records and reports related to the work manually and/or using a computer.

Desirable Training & Experience Community College graduation in community recreation plus sound related community recreation experience, 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 Non-Standard Work Week

Compensation, Salary and Benefits Pay Grade 20
\$28.90, 30.09, 31.34, 32.63, 34.01 per hour (2015 rates).

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[»»Apply Now](#)**Title** Processing Clerk 1**Department** Engineering Department**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 99/16

Nature & Scope of Work This is clerical work of moderate complexity in the Engineering Department entailing responsibility for the Corporate Switchboard & Reception, the processing of applications and plans relating to permits, subdivisions, and for responding to a wide variety of inquiries and complaints received over the telephone, electronically and at the counter. Incumbents of positions in this class also prepare and maintain a wide variety of records and reports related to the work. Employees of this class exercise considerable independence of action and judgment in processing day-to-day matters, referring more complex or unusual matters to a superior who reviews work performance for completeness, accuracy and conformance with established procedures.

Required Knowledge, Skills and Abilities

- Sound knowledge of record keeping, filing, public contact and related functions and of the applicable departmental practices, rules and regulations.
- Sound knowledge of business English, spelling and punctuation.
- Sound knowledge of modern office practices and procedures.
- Ability to deal effectively with the public, staff members, contractors and others in processing a variety of enquiries and complaints and to provide a variety of information and related services.
- Ability to make decisions in accordance with applicable rules, policies and regulations.
- Ability to read and interpret engineering plans and drawings.
- Ability to work under general supervision and to perform a variety of clerical duties.
- Ability to work under pressure and to function effectively while dealing with contentious matters.
- Skill in typing rapidly and accurately (minimum of 55 wpm).
- Skill in operating a personal computer including word processing, Excel and Outlook at an intermediate level.
- Skill in the operation of standard office equipment.

Desirable Training & Experience Completion of the 12th school grade preferably supplemented by or including commercial courses, plus considerable related clerical experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations 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 15
\$23.61, 24.59, 25.61, 26.63, 27.75 per hour (2015 rates).

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