

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

**Posting Date:**

**March 2, 2016**

**Closing Date:**

**March 9, 2016**

Posting #	Position	Department	Status	Hours Per Week
57/16	Pool Maintenance Worker	Parks, Recreation & Culture	Temporary Full-Time	40 Hour Non-standard Work Week
59/16	Corporate Records Clerk	Office of the Municipal Clerk	Regular Full-Time	35 Hour Work Week
60/16	Environmental Officer	Climate Action & Environment	Temporary Full-Time	35 Hour 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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If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[» Apply Now](#)**Title** Environmental Officer**Department** Climate Action & Environment**Job Status** Temporary Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 60/16**Nature & Scope of Work** This opportunity is a maternity leave coverage to approximately April 2017.

This is technical inspectional, regulatory and enforcement work in assisting a superior in the overall operation of environmental programs undertaken by the Corporation. The incumbent promotes and supports effective criteria in all environmental areas, effects improvements to environmental quality standards and assists in establishing programs. The work involves environmental review of internal and external projects, water quality sampling and data interpretation, environmental inspections of industrial and commercial businesses, invasive species management, contaminated site profile and related issues, assisting with the delivery of climate change related programs and initiatives and the development and delivery of environmental education programs and materials. Considerable contact with the public and other external contacts is required as well as the ability to exercise sound independent judgement and action on the majority of assignments. The more complex and/or contentious problems and matters are referred to and discussed with a superior who reviews work performance in terms of the accomplishment of desired objectives.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the methods, procedures and equipment and instruments used in environmental programs.
- Considerable knowledge of the policies, regulations, standards and by-laws and objectives governing the work performed.
- Sound knowledge of the principles of chemistry, biology, ecology and physics as applied to the work.
- Ability to assist a superior in the operation of environmental control programs and act for such superior when required.
- Ability to perform research and analytical duties, prepare correspondence, reports and related data and material.
- Ability to interpret and explain applicable policies, regulations and standards and establish and maintain effective working relationships with external agencies and contacts.
- Ability to exercise initiative and sound judgement in handling assignments.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by completion of technical courses related to the work or a Bachelor of Science Degree with major courses in biology, ecology, or related discipline plus sound related experience.

**Required Licences, Certificates and Registrations** A 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 25  
\$35.43, 36.91, 38.52, 40.16, 41.82 per hour (2015 rates)

**Posting Date** 3/2/2016**Posting Closing Date** 3/9/2016[» Apply Now](#)

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**Title** Corporate Records Clerk

**Department** Office of the Municipal Clerk

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 59/16

**Nature & Scope of Work** This is moderately complex clerical work in support of the day to day maintenance of a corporate records management system as well as corporate bylaws and agreements. An incumbent maintains all aspects of comprehensive departmental information and records system, performs archival tasks, and provides assistance to other departments on routine matters related to records classification and retention. An incumbent also assembles agenda packages, processes municipal mail, processes and maintains corporate bylaws and agreements, prepares public notification for public hearings, prepares agenda's for public hearings/meeting following public hearings (and any other meetings as required) and performs a variety of other miscellaneous clerical tasks, including front desk duties as needed, coding all invoices for payment and purchasing tasks. Considerable independence and judgement are exercised within the framework of established policies and procedures. Unusual or policy matters are referred to a superior who reviews performance for accuracy and conformance to established records management practices and procedures.

**Required Knowledge, Skills and Abilities**

- Sound knowledge of the rules, regulations, practices and procedures governing the municipal records management and archival operations.
- Sound knowledge of the corporate and departmental records management and archival systems as they relate to the work performed.
- Sound knowledge of the general functions and records management requirements of the Municipal Clerk's Department.
- Sound knowledge of business English, spelling, punctuation and arithmetic and of modern office methods and procedures.
- Sound knowledge of software applications used in the work.
- Ability to classify and code incoming correspondence and maintain a correspondence tracking system.
- Ability to understand, carry out and track council resolutions amending and consolidating bylaws.
- Ability to search for information using various internal sources and to summarize same.
- Ability to provide information and assistance to municipal departments on procedures related to the corporate records management system and archival operations.
- Ability to perform a variety of clerical tasks such as assembling agenda packages, typing documents, processing mail, and providing routine information to staff and the public.
- Ability to establish and maintain effective working relationships with a variety of contacts
- Skill in operating standard office equipment including a personal computer.

**Desirable Training & Experience** Completion of the 12th school grade supplemented by some post-secondary courses in records and information management plus sound 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.

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

**Posting Date** 3/2/2016

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**Title** Pool Maintenance Worker

**Department** Parks, Recreation & Culture

**Job Status** Temporary Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 57/16

**Nature & Scope of Work** This temporary full-time position will be to approximately February 2018.

This is skilled and semi-skilled technical work involved in the repair and major maintenance and seasonal operation of stationary equipment in indoor and outdoor swimming pools. In addition, an incumbent performs a variety of building maintenance duties and directs the work activities of one or more subordinates assigned to assist in maintenance tasks. Considerable independence of judgment and action is exercised in the performance of technical tasks with unusual or more difficult problems referred to a supervisor who reviews the work performance on the basis of effectiveness of the service provided and conformance to established practices and procedures.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the operating principles and procedures of water heating, filtration, chlorination and related equipment, and the methods, practices and materials used in swimming pool repair and maintenance.
- Chemical application and water testing.
- Sound knowledge of plumbing, carpentry and electrical systems applicable to the operation of the facility.
- Sound knowledge of the materials, methods and equipment used in building maintenance work.
- Ability to operate, maintain and repair equipment typically used in an aquatic facility.
- Ability to supervise a small number of subordinates.

**Desirable Training & Experience**

- Completion of the 10th school grade supplemented by technical courses related to the work plus considerable related pool maintenance and repair experience or an equivalent combination of training and experience.
- Swimming Pool Operator Level 1 & 2 Certification.

**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** Non-Standard 40 Hours Per Week

**Compensation, Salary and Benefits** Pay Grade 19  
\$27.75, 28.90, 30.09, 31.34, 32.63 per hour (2015 rates)

**Posting Date** 3/2/2016

**Posting Closing Date** 3/9/2016

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