

## THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

March 30, 2016

Closing Date:

April 6, 2016

Posting #	Position	Department	Status	Hours Per Week
67/16	Sub-Foreman Engineering Operations Road Maintenance Section	Engineering Operations	Regular Full-Time	40 Hour Work Week
68/16	Application Centre Technician	Community Planning & Development	Regular Full-Time	35 Hour Work Week
69/16	Communications Liaison	Parks, Recreation & Culture	Regular Full-Time	40 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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[Apply Now](#)**Title** Sub-Foreman Engineering Operations Road Maintenance Section**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 67/16

**Nature & Scope of Work** This is supervisory and manual work in directing and participating in the work of one or more subordinates engaged in asphalt repair, maintenance, patching tasks and operates a variety of hand tools used in the work; maintains work records as required. The incumbent also drives a tandem-axle truck, rakes asphalt and is responsible for estimating daily material requirements. On routine assignments the incumbent exercises independent judgement and action but receives advice and direction from a superior on the more complicated, larger or unusual projects. Oral and written instructions are received from a superior who checks work for conformance to established standards and attainment of desired objectives. Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Thorough knowledge of the safe operation and precautions required in operating heavy trucks
- Sound knowledge of the standard methods, procedures, tools and equipment used in the repair, patching and maintenance of asphalt surfaces
- Ability to level and rake asphalt surfaces to prescribed grade and depth
- Ability to supervise and participate in the work of one or more subordinates engaged in related duties
- Ability to understand and implement oral and written instructions and maintain work records, as required
- Skill in the operation of a single axle dump truck and attached auxiliary equipment
- Skill in the use and care of tools used in the work

**Desirable Training & Experience** Completion of the 12th school grade plus sound related experience in asphalt work or an equivalent combination of training and experience.

**Required Licences, Certificates and Registrations** A valid driver's licence for the Province of British Columbia is a requirement of this position (minimum Class 3 with Air Endorsement).

**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** \$30.41 per hour (2015 rate)**Posting Date** 3/30/2016**Posting Closing Date** 4/6/2016[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** Application Centre Technician**Department** Community Planning & Development**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 68/16

**Nature & Scope of Work** This is technical and moderately complex clerical work in examining and checking plans and permit applications for compliance with the BC Building Code, Building, Development, Land Use and Business Licence Bylaws. The incumbent discusses plans, proposed projects and non-conformance issues with applicants and others as required, clarifies problem areas, interprets and explains Codes, bylaws and regulations and makes recommendations for revised plans; and receives and processes a variety of development and building applications, as well as maintaining a variety of records. An employee of this class exercises considerable independent judgment in the technical aspects of the work within delegated areas of responsibility and in resolving day-to-day problems.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the applicable sections of the BC Building code and applicable bylaws and related departmental policies and procedures.
- Ability to read and interpret plans and drawings, to apply regulations and to suggest corrections and modifications to plans as required.
- Considerable knowledge of development, zoning and licensing bylaws and regulations.
- Sound knowledge of the responsibility of other departments and outside agencies as they relate to the work performed.
- Ability to make decisions in accordance with applicable bylaws and departmental policies, practices and procedures and to function effectively while dealing with contentious matters.
- Ability to prepare and maintain reports, maps, records, and related material.
- Ability to perform assigned duties with minimal supervision.
- 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 level.

**Desirable Training & Experience** Completion of the 12th grade supplemented by technical courses related to the work; plus considerable related 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** 35 Hour Work Week

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

**Posting Date** 3/30/2016

**Posting Closing Date** 4/6/2016

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[Apply Now](#)**Title** Communications Liaison**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 69/16

**Nature & Scope of Work** Reporting to the Deputy Director of Parks Recreation & Culture, this position liaises with the Corporate Communications Manager to ensure all PR&C communication is in compliance with corporate policy as directed by the Chief Administrative Officer and approved by Mayor and Council.

This is marketing and promotional work in coordinating, preparing and disseminating a variety of communications and promotional materials in support of the programs, events and activities of the Parks, Recreation and Culture Department. The incumbent develops or reviews promotional material, graphics and plans produced by staff or contractors to ensure consistency, accuracy and compliance with municipal standards; develops the overall design concept for the various materials produced in support of community and special events; and prepares a variety of communications materials such as messages, newspaper columns, media releases and flyers. Considerable independent judgement and action are exercised within the framework of established policies and procedures. Unusual problems and policy matters are discussed with a superior who reviews performance for effectiveness and attainment of desired objectives.

The position assists departmental staff in choosing and deploying the most effective promotional methods for services, including social media, and provides assistance, guidance and training to staff on promotional techniques, principals and practices. The incumbent provides supervision of outside contractors such as graphic designers, printers and distributors of materials. The incumbent is expected to provide posts to social media sites and monitor the same for issues raised by the public that require further follow up.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the communications and promotional principles, practices, methods, materials and techniques applied in the work.
- Considerable knowledge of the regulations, rules and policies governing the work performed.
- Considerable knowledge of the communication objectives and practices of the organization.
- Some knowledge of the department's programs and activities.
- Ability to communicate effectively orally and in writing and to compose and edit communications and promotional materials for a variety of media.
- Ability to develop overall design concepts and layouts and ensure consistency in promotional materials.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts, and liaise with others on the development of communications products.
- Ability to provide instructions to others on matters related to the work and to oversee the work of consultants.

**Desirable Training & Experience** Diploma in communications, marketing or a related discipline plus some related experience, OR an equivalent combination of training and experience.

**Required Licences, Certificates and** Valid Class 5 British Columbia Driver's Licence.

**Registrations**

**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 (2015 rates)  
\$28.90, 30.09, 31.34, 32.63, 34.01 per hour

**Posting Date** 3/30/2016

**Posting Closing Date** 4/6/2016

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