

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

November 30, 2016

Closing Date:

December 7, 2016

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
152/16	Operations Service Worker 3 – Utilities	Engineering Operations	Regular Full-Time	108	40 Hour Work Week
154/16	Plans Examiner	Community Planning & Development	Regular Full-Time	23	35 Hour Work Week
155/16	Municipal Accountant	Finance Department	Regular Full-Time	27	35 Hour Work Week
156/16	Engineering Technician	Engineering Department	Regular Full-Time	23	35 Hour Work Week
157/16	Sub-Foreman Engineering Operations	Engineering Operations	Regular Full-Time	129	40 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
4500 Clarence Taylor Crescent
Delta, BC V4K 3E2
(604) 946-3246

[Welcome](#)[View Jobs](#)[Update My Info](#)[Contact Us](#)[Job Details](#)[»» Logout](#)[»» Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[»» Apply Now](#)**Title** Operations Service Worker 3 - Utilities**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 152/16

Nature & Scope of Work This is maintenance, construction and repair work in the water, sanitary sewer, and storm drainage areas. The incumbent will respond to complaints and emergencies received from the public and take appropriate action, as well as complete various programs and requests assigned by the superintendent. An incumbent in this position exercises independence of action and judgement in troubleshooting and resolving problems.

The incumbent must have considerable knowledge of the practices, methods, materials, tools and equipment, as well as the occupational hazards and proper safety practices particular to the position. He/she must also have a good working knowledge of Delta's Master Utility Specifications and underground utility systems.

An incumbent must communicate effectively with their superintendent to ensure that the superintendent is aware of all work requests/complaints and their current status. The incumbent may direct and supervise the work of others. Customer service is an important aspect of this work and tactful, diplomatic, and persuasive communication with the public, external agencies and co-workers is expected.

Required Knowledge, Skills and Abilities An incumbent will perform a variety of tasks including, but not limited to the following:

- Assist in troubleshooting and determining corrective action for complaints, requests for service, and emergency situations received from the public in the water or wastewater Utility.
- Assist CCTV Operator in inspection of sanitary sewer and storm drainage services and mains.
- Familiar with dye tests and leak detection using appropriate equipment.
- Ability to develop and apply new and improved work methods and techniques.
- Ability to perform skilled pipe-laying work.
- Ability to maintain all records relating to the position e.g. Service Work Orders.
- Considerable knowledge of methods, techniques, materials, tools, and equipment used in general construction and maintenance work.
- Ability to lay out, direct, check and participate in the work of subordinates performing skilled and semi-skilled manual construction or maintenance tasks.

Required Licences, Certificates and Registrations

- A valid BC Class 5 Driver's Licence for the Province of British Columbia
- Completion of Secondary School or equivalent
- Completion of Introduction to Public Works Course will be considered an asset.

Preference will be given to candidates who possess the following:

- BC Environmental Operators Certification Program Level 1 Certification in:
 - (a) Water Distribution Systems and/or
 - (b) Wastewater Collection Systems

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** \$27.09 per hour (2015 rate)**Posting Date** 11/23/2016**Posting Closing Date** 11/30/2016[»» Apply Now](#)

[Welcome](#)[View Jobs](#)[Update My Info](#)[Contact Us](#)[Job Details](#)[Logout](#)[Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Plans Examiner**Department** Community Planning & Development**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 154/16

Nature & Scope of Work This is technical and clerical work in examining and checking plans and permit applications relating to single family and small multi-family dwellings and small commercial and industrial buildings for compliance with the B.C. Building Code and applicable 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 coordinates the processing of building permit applications through Municipality departments. The incumbent performs inspections of buildings within the assigned area of responsibility. An employee of this class exercises considerable independent judgement in the technical aspects of the work within delegated areas of responsibility and in resolving day-to-day problems. Complex or controversial problems and interpretations are discussed with a superior and work performance is evaluated by a superior on the basis of the quality and consistency of the service provided.

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 perform building inspections to ensure construction is in compliance with approved plans. Communicate courteously and effectively with contractors.
- Sound knowledge of the building construction methods, materials and techniques.
- Ability to read plans and drawings, to understand related technical data, to interpret and apply the B.C. Building Code and Municipal regulations and to suggest corrections and changes where required.
- Ability to deal effectively and courteously with clients and design professionals and interpret regulations and building requirements as necessary.
- Ability to perform inspection of buildings in the area of assigned responsibility for conformance to approved B.C. drawings and Municipal bylaws governing construction.
- The ability to perform inspections to determine compliance to all Municipal bylaws.
- Ability to coordinate the processing of applications through relevant Municipal departments to ensure the timely completion of same and to liaise with said departments to facilitate same.
- Ability to assist clerical and technical counter staff.
- Ability to deal effectively with a wide variety of staff, owners, builders, professional people and the general public.
- Ability to prepare and maintain files, records and reports and perform related clerical tasks.

Desirable Training & Experience Completion of Grade 12, supplemented by a Certificate in Building Technology from an Institute of Technology, graduation with a Diploma in Building Technology preferred, plus some related experience OR an equivalent combination of training and experience. Proficiency with Windows based computer application is desirable.

Required Licences, Certificates and Registrations

- BOABC Level 1 Certification: applicants who do not currently possess the certification but have the required knowledge, abilities and skills will be considered, but will be required to complete the required courses and successfully pass the exam within 3 months of being awarded the position.
- 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 & Benefits Pay Grade: 23

Pay Rate: \$32.63, 34.01, 35.43, 36.91, 38.52 per hour (2015 rates)

Posting Date 11/30/2016

Posting Closing Date 12/7/2016

 **Apply Now**

[Welcome](#)[View Jobs](#)[Update My Info](#)[Contact Us](#)[Job Details](#)[» Logout](#)[« Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[» Apply Now](#)**Title** Municipal Accountant**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 155/16

Nature & Scope of Work This is professional accounting work in the Financial Accounting, Budgets, and Collections Divisions within the Finance Department. Some positions allocated to this class assist the Manager of Budgets and Taxation in administering and coordinating the operating budget planning process and maintaining related collection systems. The incumbent supervises accounting and clerical staff; assists in the control and preparation of a variety of financial statements, reports, records, returns, statistics and related data. The incumbent exercises considerable independence of action and judgement in daily activities while unusual or difficult problems, staffing matters, or policy issues are discussed with a superior. Work performance is reviewed and evaluated in relation to established accounting practices and effective assistance rendered in directing division operations.

Illustrative Examples of Work

- Assists in the preparation of financial statements, reports, statistics, returns, records and related data; prepares reports and statements for government authorities.
- Assists in the coordination of the annual budget planning process, prepares reports and projections and liaises with multiple parties to assist in preparing budget estimates.
- Maintains short term investment accounts; calculates investment portfolio yield and allocates same to appropriate accounts; prepares bank transfers and journal entries.
- Provides customer service within the Collections Division and assists in other collection activities as required.
- Reviews and initials all journal vouchers; investigates General Ledger accounts as directed; handles bankruptcy claims; opens, closes and alters account codes.
- Plans, assigns, reviews and supervises the work of subordinates engaged in accounting, clerical and related tasks and trains new staff as required.
- Assists in directing the operations and activities of the Financial Accounting, Budgets, and Collections Divisions; undertakes special assignments related to the work as required.
- Assists in reviewing divisional systems and procedures and in the implementation of changes and adjustments; recommends new and/or improved work methods and procedures.
- Ensures that established accounting and related practices and procedures are observed and maintained; acts as a resource person for the Finance Department.
- Maintains liaison with other municipal departments.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles, practices and procedures and systems governing municipal accounting operations.
- Considerable knowledge of the policies, by-laws, regulations, statutes and acts governing the work performed.
- Sound knowledge of data processing operations as related to accounting systems and controls.
- Ability to assist superiors in directing divisional operations and act for such superiors during their absence.
- Ability to plan, assign, check and supervise the work of subordinates engaged in accounting, clerical and related duties.
- Ability to assist in the development and implementation of new or improved accounting systems and procedures.
- Ability to assist in the preparation and analysis of a wide variety of complex accounting and financial data.
- Ability to deal effectively with a variety of internal and external contacts.

Desirable Training & Experience Completion of the 12th school grade and courses completed for a recognized accounting society, plus several years' experience in municipal accounting or auditing; or an equivalent combination of training and experience. Preference given to those with an accounting designation (CA/CGA/CMA). Superior written and verbal communication skills are essential.

Required Licences, Certificates and Registrations Certificate of membership in a recognized accounting society or association.

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 27
\$38.52, 40.16, 41.82, 43.62, 45.51 per hour (2015 rates)

Posting Date 11/30/2016

Posting Closing Date 12/7/2016

 **Apply Now**

[Welcome](#)[View Jobs](#)[Update My Info](#)[Contact Us](#)[Job Details](#)[Logout](#)[Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Engineering Technician**Department** Engineering Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 156/16

Nature & Scope of Work This is intermediate technical engineering work at the sub-professional level involving the design of municipal engineering services to conform to sound engineering and economic principles. Under direction of a superior, the incumbent performs design and layout work; prepares cost and quantity estimates; conducts field inspections; supervises drafting staff on a project by project basis; prepares reports and proposals; and provides a variety of information and assistance to internal and external contacts. The work also involves intermediate level project management under supervision of superior. The incumbent exercises sound 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 and methods, engineering mathematics, and of the applicable Engineering Department policies, practices, procedures, standards and bylaws.
- Sound knowledge of the methods, materials and equipment used in the construction of municipal infrastructure and of survey methods and functions.
- Working knowledge of the fundamentals of budgeting and standard costing procedures.
- Ability to prepare designs for all types of municipal infrastructure; to review drawings for technical accuracy and conformance with applicable municipal bylaws, standards and related specifications and to monitor construction projects ensuring satisfactory completion of same.
- Demonstrated ability to effectively and positively, both written and verbally, deal with members of the public.
- Ability to establish and maintain effective working relationships with people at all levels both inside and outside the Corporation.
- Ability to collect, analyze and/or synthesize technical, statistical, costing and related data and information.
- Ability to prepare, read and interpret plans, specifications, contract documents and related material and to provide direction, information and assistance to drafting, surveying and engineering inspectional staff.
- Ability to prepare and maintain records, reports, correspondence and various other materials related to the work.

Desirable Training & Experience Completion of a certificate program in civil engineering from an Institute of Technology and certification as a technician with ASTTBC/Gradtech plus sound related experience preferably in municipal engineering operations; 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 & Benefits Pay Grade: 23
Pay Rate: \$32.63, 34.01, 35.43, 36.91, 38.52 per hour (2015 rates)

Posting Date 11/30/2016**Posting Closing Date** 12/7/2016[Apply Now](#)

[Welcome](#)[View Jobs](#)[Update My Info](#)[Contact Us](#)[Job Details](#)[Logout](#)[Back](#)

If you are interested in this position, click **Apply Now** and we will walk you through our Online Application process.

[Apply Now](#)**Title** Sub-Foreman Engineering Operations**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 157/16

Nature & Scope of Work This is supervisory work of a crew of subordinates engaged in moderately complex water or waste water works and related installation, restoration, construction, maintenance, repair and service operations. An incumbent plans, assigns, supervises and participates in the work of a crew including labourers, equipment operators and truck drivers; provides direction to flag personnel, truck drivers and equipment operators from other crews and to contractors as required; and performs the more skilled tasks. Incumbents exercise considerable independent judgement and action in completing assignments, receiving written and/or oral instructions from a supervisor who reviews work performance in terms of efficient operation and adherence to established work and safety standards.

Illustrative Examples of Work

- Plan, assign, supervise, and participate in the work of a crew engaged in the construction, maintenance, and repair of water and waste water systems.
- Develop and apply new and improved work methods and techniques.
- Provides direction to traffic control personnel and other contractors.
- Ensures that Delta's Engineering Master Specifications are being adhered to consistently.
- Maintains all records including service requests, crew assignment sheets, site visit records, pre-trip forms, invoices etc.
- Ensures compliance with safe work procedures and address violations immediately.
- Assists the superintendent with performance reviews of temporary and probationary staff.
- Ensures staff compliance with corporate policies and procedures and documents violations.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the municipal water and sewer systems and of the methods, materials, tools and equipment used in the work.
- Considerable knowledge of the safety precautions and hazards applicable to the work.
- Ability to plan, assign, supervise and participate in the work of subordinates engaged in a variety of water and waste water works installation, restoration, construction, maintenance, repair and servicing tasks with minimal supervision; to direct truck and equipment operational work related to the work supervised and to provide direction to contractors involved in related work as required.
- Ability to perform skilled pipe-laying work.
- Ability to work from written orders, blueprints, sketches and oral instructions; to prepare and maintain non-complex records and to estimate and order materials, tools and equipment.
- Ability to ensure excellent customer service through tactful, diplomatic and persuasive communication with the public, external agencies, and co-workers.
- Skill in the use and care of tools and equipment used in the work.

Desirable Training & Experience Completion of the 12th school grade preferably supplemented by some technical training and considerable experience in public works including some supervisory experience or an equivalent combination of training and experience.

Preference will be given to candidates who possess the following:

Environmental Operators Certification Program Level 2 Certification in:

- (a) Water Distribution System Operation; and/or
- (b) Wastewater Collection System Operation

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 40 Hour Work Week

Pay Rates \$30.41 per hour (2015 rate)

Posting Date 10/5/2016

Posting Closing Date 10/13/2016

 **Apply Now**