

THE CORPORATION OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

September 14, 2016

Closing Date:

September 21, 2016

Posting #	Position	Department	Status	Hours Per Week
131/16	Clerk – Parks & Recreation	Parks, Recreation & Culture	Regular Full-Time	35 Hour Non-Standard Work Week
132/16	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	28 Hour Non-Standard Work Week
133/16	Water Systems Operator 1	Engineering Operations	Regular Full-Time	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.



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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** Clerk - Parks & Recreation**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 131/16

Nature & Scope of Work This is clerical and typing work of moderate complexity involving the provision of general support services in an Arena, Aquatic or Parks and Recreation facility and office. The work entails the performance of a variety of clerical, typing, receptionist, elementary accounting and cashiering duties, and also involves supervisory responsibility for one or more clerical and/or cashier subordinates. An employee of a position in this class exercises considerable independence of action and judgement within established guidelines, referring unusual or complex matters to a superior. The work is performed under minimal supervision and performance is reviewed by a superior in terms of conformance with established procedures and effectiveness of services rendered.

Required Knowledge, Skills and Abilities

- Sound knowledge of business English, spelling, arithmetic and punctuation.
- Sound knowledge of the functions, regulations and rules governing applicable department operations and activities. Sound knowledge of modern office practices and procedures.
- Sound knowledge of elementary accounting practices and procedures.
- Ability to plan, organize and administer large scale registration procedures.
- Ability to compose routine correspondence and memoranda, to arrange format for reports, tabulations, summaries and related material.
- Ability to plan, assign, supervise and review the work of one or more clerical and/or cashier subordinates and to train such subordinates as required.
- Ability to prepare and maintain a variety of records, files and reports related to the work manually and/or using a computer terminal.
- Ability to deal effectively with the public, staff and officials in supplying information and assistance related to facility operations.
- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies.

Desirable Training & Experience Completion of Grade 12 including or supplemented by commercial courses, preferably including elementary accounting, competent Microsoft Office skills, 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 Non-Standard 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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[Apply Now](#)**Title** Cashier/Receptionist**Department** Parks, Recreation & Culture**Job Status** Regular Part Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 132/16

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)

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[Apply Now](#)**Title** Water Systems Operator 1**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 133/16

Nature & Scope of Work This is skilled and semi-skilled work below the Water Systems Operator II level involving the repair, maintenance, testing and installation of pressure regulating valves, meters and meter chambers. An employee of this class assists more skilled staff and may independently perform work of lesser complexity. Both oral and written assignments which may be accompanied by blueprints or drawings are received from a superior who checks the work during progress and upon completion for workmanship and conformance with established standards and practices.

Illustrative Examples of Work

- Assists a Water Systems Operator (WSO) II or III in the installation, repair and maintenance of all types of mechanically and hydraulically operated valves including pressure regulating valves, pilot valves, flow control valves, solenoid valves, water meters, meter chambers and other related equipment.
- Assists the WSO II or III or independently tests and repairs cross connection control devices.
- Assists the WSO II or III or independently performs miscellaneous duties in the Utility Maintenance Department such as daily inspections, maintenance and servicing of water pumps, and installation and maintenance of air valves, line valves, and related control valves, plumbing lines, hydrants and water meters; reads water meters.
- Operates a service truck to transport material and equipment, as required.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the standard practices, methods, materials, tools and equipment used in repairing, testing and installing regulating valves, meters and related equipment.
- Sound knowledge of hydraulics and principles of water measurement as applied to valves in their operation.
- Sound knowledge of the hazards and proper safety precautions of the work.
- Sound knowledge of the municipal water distribution system.
- Some knowledge of the SCADA network.
- Ability to read drawings, blueprints and sketches and to read water meters using current technology.
- Ability to understand and carry out written and oral instructions.
- Ability to test, repair and certify cross connection control devices.
- Skill in the use and care of tools and equipment used in the work.

Desirable Training & Experience Completion of the 12th school grade, supplemented by courses related to the work plus considerable experience related to the work, 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
- Cross Connection Control Certificate
- EOCP Water Distribution Level II

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 Grade T26

Pay Rates \$32.35 Per Hour (2015 rates)

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