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

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**Title** Seasonal Program Postings

**Department** Engineering Operations

**Job Status** Temporary Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 19/01-17

**Nature & Scope of Work** Prior to applying for the **Seasonal Program Postings**, please view the job details for each position at the link below and make note of the posting numbers you are interested in. You are required to submit your application through this venue by clicking "Apply Now" and complete the **Applicant Preference Submission Form** at the end of the process indicating which postings you have applied for and their order of preference before exiting the system. If you fail to submit the Applicant Preference Submission Form your application will be deemed incomplete and you will **not be considered**.

Candidates will be short-listed based on the information provided on the application and attached resume or documents, so please be as detailed as necessary.

**View the job details for each position by clicking here**

Subsequent vacancies are posted on a separate job posting.

**NOTE: Vacation Leave requests will not be approved during temporary postings – apart from exceptional cases on a limited basis only.**

**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

**Posting Date** 1/2/2019

**Posting Closing Date** 1/9/2019

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**Title** Seasonal Program Subsequent Vacancies

**Department** Engineering Operations

**Job Status** Temporary Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 19-18

**Nature & Scope of Work** Prior to applying for the **Seasonal Program Subsequent Vacancies**, please view the job posting at the link below and make note of the positions you are interested in. You are required to submit your application through this venue by clicking "Apply Now" and complete the **Applicant Preference Submission Form** at the end of the process before exiting the system. If you fail to submit the Applicant Preference Submission Form your application will be deemed incomplete and you will **not be considered**.

Candidates will be short-listed based on the information provided on the application and attached resume or documents, so please be as detailed as necessary.

**View the Subsequent Vacancy posting by clicking here**

**NOTE: Vacation Leave requests will not be approved during temporary postings – apart from exceptional cases on a limited basis only.**

**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

**Posting Date** 1/2/2019

**Posting Closing Date** 1/9/2019

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**Title** Traffic Technician

**Department** Engineering Department

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 19-27

**Nature & Scope of Work** This is technical office and field work of moderate complexity and some diversity performed in the Transportation Division of the Engineering Department. An employee of this class is responsible for a variety of traffic survey or count studies, investigating traffic problems and complaints, reviewing and issuing highway use permits and traffic control device orders, responding to traffic related enquiries, maintaining liaison with a variety of internal and external contacts. An incumbent exercises considerable independence of judgement and action within established guidelines referring more complex problems or policy matters to a superior. Work performance is reviewed in terms of accuracy, completeness and adherence to established standards.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the practices, methods, techniques and equipment used in traffic engineering studies and operations.
- Considerable knowledge of general transportation/traffic management principles.
- Sound knowledge of applicable department rules, regulations, and procedures.
- Sound knowledge of the City's street layout and municipal bylaws as related to the work performed.
- Sound knowledge of the Manual of Uniform Traffic Control Devices for Canada and Traffic Control Manual for Work on Roadways.
- Working knowledge of traffic engineering design principles and practices as related to the work performed.
- Ability to review plans, investigate issues, collect, summarize, analyze and interpret data and prepare reports complete with recommendations.
- Ability to deal effectively with the public in handling complaints and responding to inquiries.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to assign and check the work of one or more part-time staff engaged in traffic counts or studies.

**Desirable Training & Experience** Graduation from a recognized Institute of Technology with a certificate in a related discipline, plus sound 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

**Pay Grade** 22

**Pay Rates** \$33.60, 34.98, 36.45, 37.97, 39.56 per hour

**Posting Date** 1/2/2019

**Posting Closing Date** 1/9/2019

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**Title** Community Services Clerk

**Department** Parks, Recreation & Culture

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 19-28

**Nature & Scope of Work** This is clerical work of moderate complexity involving the provision of cemetery support services. An incumbent receives interment requests, provides information, verifies lot ownership and obtains required documentation, ensures compliance with established regulations and bylaws, coordinates scheduling of services, and maintains required records. An incumbent also provides a variety of miscellaneous clerical support services to the department and lays out various communications and marketing materials. Considerable independent judgement is exercised on day to day matters within the framework of established guidelines, while the more complex or unusual matters are referred to a superior who reviews work performance for accuracy, completeness and conformance to sound practices and procedures.

**Illustrative Examples of Work**

- Receives requests for interments in the City's cemeteries; provides information to residents and funeral directors related to cemeteries and funerals, including rights to use lots and inter remains in accordance with established guidelines, regulations and bylaws; searches files to identify and verify rightful ownership of lots; obtains required documentation and signatures from applicants; sells permits for the installation of grave markers.
- Liaises with Cemeterian and Works Yard personnel to ensure services are scheduled and conducted in a timely and efficient manner; maintains and updates related records, calendars and maps; prepares monthly and annual revenue statements.
- Uses a variety of software to select graphics and format text and graphics for electronic reader boards and various print materials such as newsletters, posters and pamphlets; determines message priorities for readerboards; edits and proofreads newsletters and coordinates the receipt of printing services.
- Provides a variety of clerical and administrative support services to the department; sets up and maintains filing systems; distributes mail and arranges for courier services; maintains and updates a variety of records such as park service requests and volunteer lists; provides support for meetings, arranges venues and refreshments, notifies attendees, prepares agendas and minutes.
- Types a variety of materials received from various sources such as reports, correspondence, media releases, minutes and tabulations.
- Provides information and assistance to the public and other departments on matters related to departmental activities, programs, regulations and practices.
- Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of the rules, regulations, bylaws, policies and procedures applicable to the work performed.
- Sound knowledge of modern office practices and procedures, and of business English, spelling, grammar, punctuation and arithmetic.
- Sound knowledge of the software applications used in the work.
- Ability to deal effectively, tactfully, and compassionately with the public in supplying information and interpreting applicable bylaws and regulations.
- Ability to exercise sound judgement and make decisions in accordance with applicable guidelines.
- Ability to format various promotional materials, select suitable graphic images, and proofread and edit text.
- Ability to use a variety of software applications and to type and maintain a variety of

- records, reports, correspondence and other documents.
- Ability to work with minimal supervision.

**Desirable Training & Experience** Completion of the 12th school grade including or supplemented by commercial courses related to the work, including training in office software applications, plus sound 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

**Pay Grade** 16

**Pay Rates** \$26.36, 27.45, 28.55, 29.74, 30.98 per hour

**Posting Date** 1/2/2019

**Posting Closing Date** 1/9/2019

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**Title** Film Liaison Clerk

**Department** Engineering Department

**Job Status** Regular Full Time

**Posting Status** Accepting Applications

**Employment Group** CUPE

**Job ID** 19-29

**Nature & Scope of Work** This is varied and moderately complex clerical work which requires considerable knowledge of applicable departmental functions, procedures and policies. The work involves providing a variety of information and assistance to internal and external contacts relative to the requirements of filming applications and permits; explaining applicable by-laws, rules and regulations; approving filming applications; responding to complaints and resolving conflicts related to filming activities; preparing and typing correspondence, reports and maintaining related records and files. An incumbent exercised considerable independence of judgement and action in most aspects of the work discussing unusual or more complex problems and policy matters with a superior. The superior reviews work performance in terms of maintenance of established standards and effective services rendered.

**Illustrative Examples of Work**

- Provides information and assistance to a variety of internal and external contacts; assesses individual film company requirements and actively promotes and recommends suitable locations; explains applicable by-laws, departmental policies and procedures; discusses the more complex or unusual enquiries with a superior.
- Receives, reviews and approves filming applications in accordance with City guidelines; establishes additional terms and conditions of permits; approves routine exceptions to by-laws; refers complex applications to a superior for authorization or denial; ensures insurance and permit requirements are met; issues requests for required action by applicable departments; determines appropriate fees, prepares invoices and accepts deposits.
- Responds to complaints, resolves conflicts and takes corrective action within defined limits.
- Composes correspondence and reports, as required; types from rough draft or general instructions a variety of material including reports, correspondence, agendas, permits and other documents using word processing equipment; coordinates and/or participates in meetings as the City representative, takes minutes and may carry out assignments from instructions from meetings.
- Maintains manual and computer records of applications received, permits issued and fees collected.
- Performs related work as required.

**Required Knowledge, Skills and Abilities**

- Considerable knowledge of departmental procedures, rules and regulations related to the work performed.
- Sound knowledge of modern business office practices and procedures and of business English, spelling, punctuation, arithmetic and recordkeeping.
- Sound knowledge of the applicable by-laws and regulations governing the work performed.
- Ability to make decisions in accordance with applicable by-laws and departmental policies, practices and procedures and to function effectively while dealing with contentious matters.
- Ability to process a variety of enquiries and complaints and to provide information and assistance and to explain and interpret applicable by-laws and departmental policies, practices and procedures to various internal and external contacts.
- Ability to work with minimal supervision and exercise initiative.
- Skill in the operation of standard office appliances including a computer terminal.

**Desirable Training & Experience** Completion of the 12th school grade including or supplemented by commercial courses, plus considerable related experience including public contact exposure, 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.

**Pay Grade** 17

**Pay Rates** \$27.45, 28.55, 29.74, 30.98, 32.25 per hour

**Posting Date** 1/3/2019

**Posting Closing Date** 1/10/2019

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