

CITY OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

June 12, 2019

Closing Date:

June 19, 2019

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
19-112	Buyer 2	Finance	Regular Full Time	24	40 Hour Work Week
19-113	Fitness Coordinator	Parks, Recreation & Culture	Regular Full Time	21	35 Hour Non-Standard Work Week
19-114	Facility Complex Supervisor – Liaison & Engagement Officer (2 Positions)	Parks, Recreation & Culture	Regular Full Time	19	40 Hour Non-Standard Work Week

Posting Date:

June 13, 2019

Closing Date:

June 20, 2019

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
19-115	Recreation Programmer	Parks, Recreation & Culture	Regular Full Time	18	40 Hour Non-Standard 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.
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[Apply Now](#)**Title** Buyer 2**Department** Finance Department**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-112

Nature & Scope of Work This is senior level purchasing work in the procurement of a wide range of goods, services and construction to meet the needs of municipal departments. Duties include advising and assisting departments on purchasing matters; planning, sourcing, purchasing and ensuring delivery of a wide variety of items; and facilitating the competitive bidding process. Considerable independent judgement and action are exercised within the framework of established policy and budget constraints. Performance is reviewed in terms of purchasing knowledge demonstrated, judgement and accuracy exercised and quality of the service provided.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the laws of competitive bidding, municipal purchasing policies and procedures, methods, practices, and standards.
- Ability to perform research and analysis of products, services, supplies, materials and equipment and prepare reports and recommendations
- Ability to evaluate quality and price elements and determine suitability of goods and services.
- Ability to develop and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare specifications, contracts and bid documents for a variety of products and services and to monitor and administer such contracts.
- Ability to provide assistance and advice to departments on purchasing matters.
- Ability to communicate effectively orally and in writing.

Desirable Training & Experience Grade 12 supplemented by purchasing courses, or completion of the Supply Chain Management Professional designation (SCMP), plus sound related experience, or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations Valid Class 5 Driver's License 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 Grade** 24**Pay Rates** \$36.45, 37.97, 39.56, 41.29, 43.04 per hour**Posting Date** 6/12/2019**Posting Closing Date** 6/19/2019[Apply Now](#)

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Title Fitness Coordinator

Department Parks, Recreation & Culture

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 19-113

Nature & Scope of Work This is supervisory recreation work in planning, developing and coordinating fitness programs and activities in the community for all age and ability levels. An incumbent supervises the work of a large group of part-time and auxiliary staff and oversees the work of contracted staff; coordinates the operations of fitness facilities within centres; develops and promotes fitness programs, including those with external partners; and is responsible for the maintenance, acquisition and disposal of fitness equipment. Considerable independent judgment and action are exercised in the work while performance is reviewed by a superior for effectiveness of services provided in the delivery of fitness programs and the operation of facilities.

Illustrative Examples of Work

- Plans, develops, coordinates and implements or recommends the implementation of varied community-wide fitness programs for all age and ability levels; evaluates program effectiveness; coordinates the operations of fitness facilities located in larger centres.
- Keeps abreast of developments in the field of weight and fitness training; identifies and assesses community fitness needs and interests; develops program partnerships with external groups and contractors; coordinates with recreation staff in other fields in the development of complementary programs.
- Plans, assigns, supervises and reviews the work of a large group of part-time and auxiliary staff working at various locations; develops and provides staff training, workshops and guidance; evaluates work performance; interviews and auditions applicants; oversees the work of contracted instructors.
- Develops program schedules and sets prices within established guidelines; monitors budget expenditures; prepares grant applications, correspondence, reports and other materials related to the work.
- Ensures the proper functioning, maintenance and safety of all fitness equipment in weight rooms, aerobics studios and off-site program locations; coordinates and oversees contracted maintenance of equipment; maintains annual replacement plan and arranges for trade-in or resale of used equipment; purchases new equipment within defined limits and recommends larger purchases; determines location and set-up of new equipment.
- Arranges for the development of promotional materials and event advertising and marketing; participates on various committees to promote fitness; promotes programs through the media.
- Provides fitness instruction to clients.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Considerable knowledge of the principles and practices involved in developing, implementing, coordinating, evaluating and promoting fitness programs, and in coordinating the operation of fitness facilities.
- Considerable knowledge of the policies, regulations and rules governing the work.
- Considerable knowledge of the fitness needs and interests of the community.
- Sound knowledge of the use and operation of the various types of fitness equipment applicable to the work.
- Ability to plan, assign, supervise and review the work of subordinates.
- Ability to develop, coordinate, implement and promote fitness programs and activities which meet the needs and interests of the community.
- Ability to provide instruction to staff and clientele.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to monitor budget expenditures.

- Ability to communicate effectively orally and in writing, and to prepare various materials related to the work.
- Skill in the operation of fitness equipment used in the work.

Desirable Training & Experience University graduation in Kinesiology or 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
 - Supervisor of Fitness Leaders Designation
 - Registered Fitness Appraiser
 - BCRPA Fitness Leadership Registration

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.

Pay Grade 21

Pay Rates \$32.25, 33.60, 34.98, 36.45, 37.97 per hour

Posting Date 6/12/2019

Posting Closing Date 6/19/2019

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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** Facility Complex Supervisor - Liaison & Engagement Officer (2 Positions)**Department** Parks, Recreation & Culture**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-114

Nature & Scope of Work This is supervisory and administration work assisting the complex manager in planning, assigning and supervising the work of full and part-time staff in a large, multi-use recreation facility. The incumbent assigns work to facility staff in accordance with facility operational needs, supervises the work of custodial and clerical staff, enforces policies, rules and regulation. A primary responsibility of the position will be to ensure standards of behaviour are appropriate and for ensuring the safety of the facility, through liaison and engagement of the customers which is of utmost importance. Communicating and liaising with public is a core component of the position. The incumbent assists in the administration of rental contracts for leased space, and maintains liaison with internal and external contacts on matters related to the work. The incumbent exercises considerable independence of judgement and action within established rules, regulations, policies and procedures, referring unusual problems or policy matters to a superior. Work performance is reviewed by the complex manager in terms of the effectiveness of services rendered to the public.

Illustrative Examples of Work

- Plans, assigns, supervises and reviews the work of subordinates engaged in custodial, clerical, cashing and/or attendant tasks; trains and evaluates the work; participates in conducting performance appraisals and makes recommendations regarding discipline; and may participate in the hiring of such staff.
- Answers inquiries from the public regarding the use of facilities and availability and content of programs; provides support to programming staff; investigates complaints regarding the operation of facilities and program activities; and maintains effective public relations.
- Proactive enforcement of policies, rules, regulations and procedures and required standards of behaviour and safety are maintained in the facility; and deals tactfully with groups or individuals who fail to observe rules and regulations; refers problems as necessary to a superior.
- Assists the manager with building security and fire safety checks; ensures for the security of all areas of the facility; reviews CCTV videos for conduct violations in the facility; responds to emergencies or problem situations with the public; liaises with bylaw and City agencies; participates in coordinated evacuation; and provides training, direction and/or information to staff regarding customer service, safety, and security issues.
- Monitors a variety of caretaker contracts, leases and service contracts; participates in the preparation of requests and negotiations for lease renewals; and investigates and resolves related problems.
- Acts as a contact for special events held at the facility; coordinates the set-up of equipment; appropriate set up and clean up arrangements for facility rentals are followed; and ensures related services meet user requirements.
- Promotes interest and participation in activities and establishes and maintains effective working relationships with a variety of internal and external contacts.
- Recommends and upon approval, implements new or improved rules, regulations and administrative procedures.
- Prepares and maintains a variety of records, reports and correspondence related to the work.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Sound knowledge of methods, materials, equipment and practices used in the operation and administration of recreational and leisure services facilities.
- Sound knowledge of the rules, regulations, policies and procedures governing the work

performed.

- Working knowledge of departmental policies and procedures applicable to the operation of the facility.
- Ability to plan, assign, schedule, supervise, and review the work of subordinates engaged in custodial, clerical, cashiering and/or attendant tasks and to hire, train and evaluate the work of such staff.
- Ability to enforce policies, rules, regulations and procedures, and to ensure that required standards of behaviour and safety are maintained.
- Ability to communicate effectively with the public.
- Ability to evaluate and recommend changes to rules and regulations related to the operation of a facility.
- Ability to coordinate the set-up of equipment and related services as required.
- Ability to establish and maintain effective working relationships and deal tactfully with a variety of internal and external contacts.
- Ability to prepare, maintain and monitor accounts, records, and correspondence related to the work.

Desirable Training & Experience Completion of certificate or diploma in recreation facility management or a related field plus some related experience including supervisory experience, or an equivalent combination of training and experience. Experience in dealing with the public in a demanding environment is considered an asset.

Required Licences, Certificates and Registrations 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 Non-Standard Work Week

Pay Grade 19

Pay Rates \$29.74, 30.98, 32.25, 33.60, 34.98 per hour

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Title Recreation Programmer
Department Parks, Recreation & Culture
Job Status Regular Full Time
Posting Status Accepting Applications
Employment Group CUPE
Job ID 19-115

Nature & Scope of Work This is recreation work assisting a superior in the planning and implementation of programs in community recreation centers. The work involves supervising program staff; establishing and maintaining liaison with a variety of internal and external contacts; promoting and publicizing interest and participation in a variety of recreational activities and programs; and assisting in the monitoring of program budgets. An incumbent exercises some independence of judgment and action within the limits of established policies, procedures and guidelines. Unusual problems and policy matters are referred to a superior who reviews work performance in terms of the attainment of desired objectives and provisions of effective services to the public.

Required Knowledge, Skills and Abilities

- Sound knowledge of the recreational requirements and resources of the area served.
- Sound knowledge of organized community recreation and arena principles and practices.
- Working knowledge of the methods, practices, policies and procedures applicable to the work.
- Working knowledge of teaching methods and group leadership techniques related to the work.
- Working knowledge of skating, sports, social activities, crafts, arts and other pursuits related to various recreational programs.
- Ability to plan, schedule, implement, coordinate, evaluate and recommend changes to a variety of arena and recreational programs.
- Ability to prepare operating schedules and to coordinate facilities usage.
- Ability to assist in the recruitment of part-time instructors and to train and evaluate same.
- Ability to establish and maintain effective working relationships with a variety of external and internal contacts.
- Ability to prepare and maintain records and reports related to the work manually and/or using a computer.
- Ability to organize and coordinate special events.

Desirable Training & Experience Community College graduation in community recreation plus some related experience or an equivalent combination of training and experience. Emergency First Aid and CPR-C, High Five and Food Safe certifications are considered assets.

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 40 Hour Non-Standard Work Week

Pay Grade 18

Pay Rates \$27.99, 29.16, 30.37, 31.62, 32.94 per hour

Posting Date 6/13/2019

Posting Closing Date 6/20/2019

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