

CITY OF DELTA CURRENT INTERNAL JOB POSTINGS

Posting Date:

August 14, 2019

Closing Date:

August 21, 2019

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
19-149	Electronic/Electrical Technician	Engineering Operations	Regular Full-Time	T01	40 Hour Work Week
19-150	Operations Service Worker 3	Engineering Operations	Regular Full-Time (2)	129	40 Hour Work Week
19-151	Cultural Services Coordinator	Museum & Archives	Regular Full-Time	21	40 Hour Non-Standard Work Week
19-152	Building Inspector	Community Planning & Development	Regular Full-Time	27	35 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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[Apply Now](#)**Title** Electronic/Electrical Technician**Department** Engineering Operations**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-149

Nature & Scope of Work This is technical work relating to the installation, testing and preventative maintenance of a variety of electronic sensors, controls, transmitters and similar components of automatic remote sensing and control systems and skilled journeyman level electrical work. An employee of this class also prepares preliminary drawings of existing electrical systems for a superior's approval; participates in determining design requirements for Municipal electrical installations; and prepares and maintains a variety of reports, records and statistics related to the work. Considerable independence of judgement and action is exercised within prescribed guidelines, policies and procedures and work performance is reviewed by a superior in terms of attainment of desired results and efficiency of operations controlled.

Illustrative Examples of Work An incumbent will perform a variety of tasks including, but not limited to, the following:

- Performs preventative maintenance tests and adjustments on various components, including sensors, transmitters, encoders, decoders and automated dialers associated with pumping stations,
- Monitors and responds to electronic and communication system failures and malfunctions by diagnosing and assessing problems according to prescribed procedures and making minor repairs and adjustments; installs electronic components, including sensors, logic units, transmitters and receivers,
- Installs and maintains electrical controls, alarms and motors for sewage, water and drainage pumps and equipment related thereto; installs, adjusts, maintains, and repairs traffic signals,
- Performs miscellaneous construction wiring and related maintenance tasks in Municipal buildings,
- Participates in determining design requirements for Municipal electrical installations; monitors electrical installations by contractors on Municipal work,
- Prepares preliminary electrical drawings for a superior's approval; prepares and maintains records, reports and statistics related to the work,
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the standard methods, practices, materials, tools and equipment used in the installation and maintenance of specialized electrical and electronic control systems and equipment,
- Considerable knowledge of the hazards and necessary safety precautions involved in such work,
- Considerable knowledge of the applicable rules and regulations governing the electrical work performed,
- Ability to read and interpret performance data and error messages from controls, sensors, transmitters and related mechanisms; to diagnose problems as they arise according to prescribed procedures and take the necessary remedial action; and to install electronic components,
- Ability to prepare preliminary electrical drawings and to participate in determining the design criteria for Municipal electrical installations,
- Ability to prepare and maintain records, reports and statistics related to the work performed,
- Skill in the use and care of tools, materials and equipment used in the work,
- Demonstrated knowledge of PLC's and traffic signals.

- Required Licences, Certificates and Registrations**
- Minimum Grade 12 BC
 - Certificate of Electrical Qualification with Interprovincial Red Seal
 - IMSA Traffic Signal Level 2 certification
 - Valid Driver's Licence for the Province of British Columbia (minimum Class 5)

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 T01

Pay Rates \$40.69 per hour

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Title Operations Service Worker 3

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 19-150

The Opportunity 2 Regular Full Time Vacancies

Nature & Scope of Work This is construction and repair work in the roads maintenance section. The incumbent will assist in repair and maintenance of sidewalks, driveway letdowns, curb and gutter, pavements and related projects. The incumbent will respond to emergencies received from the public and take appropriate action, as well as complete various programs and requests assigned by the superintendent.

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. An employee of this class exercises considerable independence of action and judgement. He/she must also have a good working knowledge of MMCD Specifications and Delta's Supplementary Specifications.

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 The incumbent has the knowledge in and will perform a variety of tasks including, but not limited to the following:

- Assists in the pouring, screeding and finishing of concrete.
- Ability to work from construction drawings and sketches.
- Develops and applies new and improved work methods and techniques.
- Familiar with MMCD Specifications and Delta's Supplementary Specifications
- Ability to maintain all records relating to the position e.g. Service Work Orders.
- Knowledge of methods, techniques, materials, tools, and equipment used in form setting and concrete finishing for sidewalks, driveway letdowns, curb and gutter, pavements and related maintenance and construction projects.
- Ability to lay out, direct, check and participate in the work of subordinates performing skilled and semi-skilled manual construction or maintenance tasks.
- Familiar with setting grades.
- Knowledge of methods, techniques, materials and tools used in the placement of asphalt.

Desirable Training & Experience

- Introduction to Public Works
- Asphalt Technology coursework
- Related concrete and road building courses

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

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 108

Pay Rates \$29.04 per hour

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[»» Apply Now](#)**Title** Cultural Services Coordinator**Department** Delta Museum & Archives**Job Status** Regular Full Time**Posting Status** Accepting Applications**Employment Group** CUPE**Job ID** 19-151

Nature & Scope of Work This is community development work in the coordination and implementation of a wide variety of programs, activities and services for museum and cultural services in the community. The work involves responsibility for supervising and leading the development, implementation and evaluation of a variety of approved programs. An incumbent of this class is involved in the hiring, training and supervision of a group of subordinates engaged in cultural, clerical and instructional tasks, organizing events, supporting community organizations and groups in their provision of cultural programs and services and training and overseeing volunteers. Considerable independence of judgement and action is exercised in developing and implementing programs within the limits of established policies, procedures and guidelines. Unusual problems and policy matters are referred to a supervisor who reviews work performance in terms of effectiveness and quality of programs and attainment of goals and objectives.

Required Knowledge, Skills and Abilities

- Considerable knowledge of principles, practices, philosophy and objectives of museum and cultural services.
- Considerable knowledge of the services provided by community cultural groups and associations that deal with both funding and governance of cultural services.
- Sound knowledge of the rules, regulations, procedures and policies governing the work performed and of modern office methods and procedures.
- Ability to provide for the continuous training and development of subordinates and volunteers in the planning, development, implementation, delivery and evaluation of programs, activities and services.
- Ability to plan, train, assign, review, supervise, and evaluate the work of subordinates.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to organize community wide events.
- Ability to establish and maintain a supportive and objective viewpoint in dealing with community cultural organizations and to promote interest in programs, activities and special events.
- Ability to prepare publicity and promotional material, and to prepare and maintain correspondence, reports and records related to the work.

Desirable Training & Experience University graduation in a related discipline and related museum, cultural services and community development 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;
- St. John's First Aid Certificate;
- AED (Automated External Defibrillator) Training Certificate.

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** 21**Pay Rates** \$32.25, 33.60, 34.98, 36.45, 37.97 per hour**Posting Date** 8/14/2019**Posting Closing Date** 8/21/2019[»» Apply Now](#)

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Title Building Inspector

Department Community Planning & Development

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 19-152

Nature & Scope of Work This is technical, inspectional and regulatory work that involves inspecting new and existing structures and building systems, or repair and/or alteration of building types that are classified as complex commercial, industrial, institutional and residential. The inspection ensures compliance with applicable codes, standards, regulations, by-laws, approved plans and specifications and municipal guidelines. The work entails interpretation of applicable by-laws and acts, the issuance of stop work orders as required, and inspecting building construction during progress and on completion, examining plans and permit applications for compliance with standards and regulations, and providing information and assistance to the public on a variety of matters related to the work. An employee of this class exercises considerable independent judgement and action in the interpretation and application of codes, standards and other regulations. The more complex problems or policy matters are referred to a superior who reviews work performance in terms of technical competence and compliance with established practices and procedures.

Illustrative Examples of Work

- Inspects residential buildings including existing secondary suites, during construction, alteration, or repair to ensure compliance with established codes, standards, regulations, and by-laws; approves or rejects inspected work as required.
- Examines and checks plans and permit applications submitted for residential, structures for compliance to codes, applicable municipal by-laws, and related regulations and guidelines.
- Establishes and maintains liaison with a variety of internal and external contacts on matters related to the work; provides information and assistance to the public regarding building permits, zoning and related by-laws and construction or repair matters and problems.
- Performs field inspections to ensure compliance with building by-laws and regulations; enforces other municipal by-laws, as required.
- Prepares and maintains a variety of manual and electronic reports, records, correspondence, files and data related to the work.
- Performs related work as required.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the practices, methods, materials, tools and equipment used in building construction.
- Thorough knowledge of the by-laws, acts, codes, standards and regulations related to single family building construction.
- Ability to read and interpret plans, specifications and related material, and to recognize technical requirements and suggest changes or corrections, as required.
- Ability to establish and maintain liaison with a variety of internal and external contacts, to provide information and assistance to the public on matters related to the work, and to enforce all regulations, codes, by-laws, municipal controls and ordinances tactfully and firmly, applying sound judgment.
- Ability to prepare clear, concise reports, to draft correspondence and to present evidence in court.
- Ability to prepare manual and electronic reports, records, correspondence and other data related to the work.

Desirable Training & Experience

- Completion of Grade 12 along with post-secondary courses in building construction technology supplemented by 3-5 years' experience conducting inspections and working with codes and standards in building design.
- Minimum BOABC Level 1 Certification

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 27

Pay Rates \$41.29, 43.04, 44.83, 46.75, 48.78 per hour

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