

**CITY OF DELTA CURRENT INTERNAL JOB POSTINGS**

**Posting Date:**

**July 24, 2019**

**Closing Date:**

**July 31, 2019**

Posting #	Position	Department	Status	Pay Grade	Hours Per Week
19-142	Building Service Worker	Parks, Recreation & Culture	Regular Full-Time	13	40 Hour Non-Standard Work Week
19-143	Cashier/Receptionist	Parks, Recreation & Culture	Regular Part-Time	12	28 Hour Non-Standard Work Week
19-144	Water Systems Operator 1	Engineering Operations	Regular Full-Time	T26	40 Hour Work Week

- Applications are accepted only when submitted online at [www.delta.ca/internaljobs](http://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](http://www.delta.ca/internaljobs) for a complete listing of all current job postings.



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Title Building Service Worker

Department Parks, Recreation & Culture

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPÉ

Job ID 19-142

**Nature & Scope of Work** This is manual work of limited complexity in the performance of cleaning and janitorial tasks on an assigned shift in and around Corporation buildings. After initial instructions and indoctrination, the duties are performed under general supervision and work performance is reviewed and evaluated by a superior for adherence to established standards.

- Good knowledge of the methods, materials, tools and equipment used in janitorial work.
- Ability to understand and follow oral and written instructions.
- Ability to deal courteously and effectively with the public.
- Ability to perform duties with minimal supervision.
- Skill in the use and care of cleaning and maintenance supplies and equipment.
- Ability to perform heavy lifting.

**Required Knowledge, Skills and Abilities**

**Desirable Training & Experience** Completion of the 8th school grade, preferably completion of janitorial courses and some related experience: OR an equivalent combination of training and experience.

- Building Service Worker Certificate.
- Valid Class 5 Driver's Licence for the Province of British Columbia.

**Required Licences, Certificates and Registrations**

**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** 13

**Pay Rates** \$23.44, 24.36, 25.31, 26.36, 27.45 per hour

**Posting Date** 7/24/2019

**Posting Closing Date** 7/31/2019

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Title Cashier/Receptionist

Department Parks, Recreation & Culture

Job Status Regular Part Time

Posting Status Accepting Applications

Employment Group CUPÉ

Job ID 19-143

**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 and

relations and work performance is reviewed by a superior for effectiveness of operations and

service to the public.

*This position is guaranteed 28 hours per week. Open availability is required for hours beyond those guaranteed.*

**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.
- Ability to demonstrate clerical qualifications through testing:

- Minimum typing speed of 45 wpm
- Intermediate level Microsoft Excel
- Intermediate level Microsoft Word

**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.

Pay Grade 12

Pay Rates \$22.48, 23.44, 24.36, 25.31, 26.36 per hour

Posting Date 7/24/2019

Posting Closing Date 7/31/2019

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Title Water Systems Operator 1

Department Engineering Operations

Job Status Regular Full Time

Posting Status Accepting Applications

Employment Group CUPE

Job ID 19-144

**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 related 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;
- EOCF 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 \$34.68 per hour  
Posting Date 7/24/2019  
Posting Closing Date 7/31/2019  
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