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Position Description

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Application Centre Clerk

Job Status **Temporary Full-Time**

Pay Rates **\$31.66, 32.92, 34.30, 35.72, 37.20**

Posting Closing Date **8/14/24**

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Application Centre Clerk Delta, British Columbia, Canada

Location: City Hall

Employment group: CUPE Local 454

Hours of Work: 35 Hour Work Week

Job ID: 24-198



One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities – Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

Nature and Scope of Work

This is varied and moderately complex clerical work performed in support of the Community Planning and Development Department. The work involves receiving and processing a variety of development, permit and licence applications, preparing and maintaining a variety of records, and providing information and assistance to the public relating to development and permit procedures, requirements and regulations. An incumbent exercises considerable independence of judgement and action in most aspects of the work referring unusual or more complex problems and policy matters to a superior who reviews work performance in terms of accuracy and conformance to established policies and procedures and effectiveness of services rendered to the department.

Illustrative Examples of Work

- Answers inquiries and provides information and assistance to a variety of external contacts such as developers, realtors, contractors, other agencies and the general public on matters pertaining to zoning, the official community plan, building, sub-trades permits, business licensing and related matters; explains applicable by-laws and departmental policies and procedures; refers the more complex, unusual or specialized inquiries to a superior or professional staff.

- Receives, examines and processes building, business licence, demolition, sign permit and land use applications; checks that sufficient information is submitted, verifies accuracy of information against municipal records, searches files for existence of encumbrances such as easements, restrictive covenants, rights of way, heritage or archaeological restrictions, determines appropriate fees, takes deposits and issues receipts; circulates applications to appropriate internal departments and/or external agencies; issues approved permits.
- Prepares and maintains a variety of manual and computer records, files, and statistics related to the work; retrieves information related to applications and generates reports as requested.
- Liaises with various internal and external contacts on matters related to the work; takes complaint information and refers to appropriate contact for processing; books inspections for trades inspectors and provides explanation of field notes to home owners as required.
- Performs related work as required.

Required Knowledges, Abilities and Skills

- Considerable knowledge of the departmental procedures, rules and regulations related to the work performed.
- Considerable knowledge of development, zoning, building and licensing by-laws and regulations as related to the work performed.
- Sound knowledge of the responsibility of other departments and outside agencies as they relate to the work performed.
- Ability to deal effectively with a variety of internal and external contacts in processing inquiries and in providing a variety of information and related services.
- Ability to read and understand plans and drawings related to the work performed.
- Ability to prepare and maintain reports, maps, records, and related material.
- Ability to perform assigned duties with minimal supervision.

Desirable Training and Experience

Completion of the 12th school grade supplemented by introductory technical courses related to the work; plus considerable related experience; or an equivalent combination of training and experience.

Required Licenses, Certificates and Registrations

Valid Class 5 Driver's License for the Province of British Columbia.

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Position Description

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Clerk Typist 3

Job Status **Regular Full-Time**

Pay Rates **\$26.87, \$27.98, \$29.13, \$30.29 & \$31.56 (2022 Rates)**

Posting Closing Date **8/14/24**

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Clerk Typist 3

Delta, British Columbia, Canada

Location: City Hall

Employment group: CUPE Local 454

Hours of Work: 35 Hour Work Week

Job ID: 24-199



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Nature and Scope of Work

This is moderately complex clerical and typing work. The work entails performing repetitious and routine clerical procedures without receiving direct and/or detailed instructions from superiors. An employee of this class types and processes a variety of files, records, reports, correspondence and statements, and provides and receives information to and from various internal and external sources. The work of this class is distinguished from that of the Clerk Typist 2 by the more responsible level of the work which must be performed without direct supervision, requiring the exercise of considerable independence of action and judgement within established guidelines. Work performance is evaluated by a superior for accuracy and conformance with established practices and procedures.

Illustrative Examples of Work

- Maintains detailed daily records of all aspects and categories of employee time; transfers such data onto time cards for computer processing.
- Checks, enters and verifies data such as budget information, hours worked, sick leave, vacation time, equipment and materials usage and units of work completed on computerized operations management

- systems; verifies invoices prepared by accounts receivable.
- Prepares and maintains records relative to various reports; types consolidated information; contacts other agencies for reports and documents as required.
- Processes the less controversial freedom of information requests for review and approval by superior; searches files and compiles requested information; and vets information with regard to legislative compliance and third party interests.
- Prepares and maintains records relative to all Hall inspections; prepares all purchase requisitions; codes all invoices for payment.
- Processes permits for oil, propane and gasoline installation; computes and collects fees for same.
- Prepares and maintains records relative to stock requisition, hydrant inspections, vehicle petrol supplies, clothing issues and related matters.
- Maintains adequate stock of office supplies; receives, opens and distributes incoming mail; performs a variety of related clerical tasks.
- Assembles and prepares draft council agenda and forwards to superiors for review; gathers agenda items; may contact staff to arrange for or expedite the preparation of reports and related materials; searches previous minutes for references to selected agenda topics as requested; types, edits and proofreads minutes; forwards draft minutes to superiors for review; produces final copies of minutes and agenda and distributes same within defined deadlines.
- Summarizes and totals required data for typing of Quarterly Report for submission to Council; types and distributes a variety of correspondence, agenda, minutes, memos, reports and schedules; prepares and maintains a variety of records, reports and tabulations related to the work.
- Performs related work as required.

Required Knowledges, Abilities and Skills

- Thorough knowledge of business English, spelling, punctuation and arithmetic.
- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of departmental rules, regulations, methods and procedures as they relate to the work performed.
- Sound knowledge of the rules and Union agreements governing the recording of employee time records for payroll purposes.
- Working knowledge of Provincial and Municipal laws, statutes and by-laws as such relate to the work performed.
- Ability to perform typing and clerical assignments as received from a variety of sources.
- Ability to independently initiate a variety of repetitive, routine clerical procedures and to carry same through to completion with minimal supervision.
- Ability to compose routine correspondence and to prepare, type and maintain a variety of records, reports, statements and related documents.
- Ability to deal effectively with the public, uniformed members and officials and to interpret and explain rules, regulations and procedures.

Desirable Training and Experience

Completion of Grade 12 including or supplemented by typing and commercial courses plus sound related experience preferably as a Clerk Typist II; 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.

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Position Description

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Lead Network and Systems Analyst

Job Status **Regular Full-Time**

Pay Rates **\$99,050 - \$118,118**

Posting Closing Date **9/9/24**

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Lead Network and Systems Analyst Delta, British Columbia, Canada

Location: Delta Police Department

Employment group: Exempt

Hours of Work:

Job ID: CE24-24

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Nature and Scope of Work

Are you interested in developing, integrating and supporting technologies that are used by police officers and staff to improve public safety and wellbeing in the City of Delta?

The Delta Police Department is looking to hire a Lead Network and Systems Analyst to assess, support and improve our existing network and systems infrastructure while also leading the planning and deployment of new network technologies. We are looking for candidates who are committed to continuous improvement and have a strong background in the design and implementation of communications networks.

This position requires strong technical and interpersonal skills to effectively lead projects, plan and perform system and network upgrades, implement and support data back-up and recovery operations, and maintain and enhance network and data security in collaboration with the Department's Lead Information Security Analyst.

As a senior member of the IT department, the Lead Network and Systems Analyst will also be relied upon to provide support and mentorship to other members of the IT team.

Duties and Responsibilities

As a Lead Network and Systems Analyst at the Delta Police Department you will be asked to:

- **Configure and maintain communications networks (firewalls, routers, switches)**
- Implement system and network monitoring and analysis tools to evaluate and improve network performance
- Design changes to network, storage and communications systems in response to changing requirements and the availability of new technologies (e.g. AI and Cloud technologies)
- Lead technical projects from the requirements gathering stage through to design, deployment, test, production support, and system upgrades
- Configure and maintain systems (Windows Servers, Linux Servers, Web servers, Databases, Active Directory, Backup and Restore, System monitoring etc.)
- Assist in maintaining Network and Data Security
- Provide guidance, mentorship and supervision to junior team members and Co-Op students
- Prepare and maintain technical documentation
- Interact with external consultants, contractors and peers as required

Required Knowledge, Skills and Abilities

Candidates should have:

- **Excellent understanding of communications protocols such as TCP/IP, Ethernet, VLAN, BGP and OSPF routing, STP, MPLS, VPLS, VPNs using IPSec, and SSL**
- Excellent understanding of network firewalls, routers and switches
- Excellent understanding of network security practices and techniques including firewall configuration and maintenance.
- Excellent understanding of Network Access Control and network security.
- Considerable understanding of network quality of service evaluation and improvement
- Ability to establish and maintain effective working relationships with a variety of staff and external contacts.
- Ability to investigate and resolve network hardware and related component problems
- Ability to learn new technologies, self-motivated to research and experiment
- Experience leading technical projects from requirements gathering through to deployment and end user support

Required Education and Training

Bachelor's degree in Engineering, Computer Science, Information Technology or related discipline

7+ years of relevant work experience

Desirable Training and Experience

- CCNA or CompTIA Network+ certification

- CISSP, CISM, and familiarity with the National Institute of Standards and Technology (NIST) framework
- Experience with hybrid cloud architectures
- Experience with the design and configuration of wireless equipment
- Experience with SIP and QoS in relation to VoIP implementations.
- Experience with high availability data center switching.
- Experience with voice and multimedia systems, media signaling, and border controllers.
- Experience with Windows and Linux server Administration, storage arrays, VM solutions and tape backups
- Ability to prepare and present technical presentations both orally and in writing

Required Licenses, Certificates and Registrations

Security clearance is required and will be maintained throughout employment

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Position Description

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Senior Engineering Project Technologist

Job Status **Temporary Full-Time**

Pay Rates **\$51.70, \$53.91, \$56.27, \$58.66, \$61.13**

Posting Closing Date **8/14/24**

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Senior Engineering Project Technologist Delta, British Columbia, Canada

Location: City Hall

Employment group: CUPE Local 454

Hours of Work: 35 Hour Work Week

Job ID: 24-197



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Nature and Scope of Work

This is supervisory and technical engineering work in designing municipal utilities and monitoring construction of such utilities so as to ensure compliance with plans and related specifications. An incumbent of this class assists in preparing project scope, budget and schedules for capital projects; oversees and manages challenging and complex projects; prepares design layouts, detailed drawings, specifications and related data pertinent to the construction of a variety of municipal utilities; and consults on design review and provides comments. The incumbent is responsible for supervising subordinate technologist and monitoring the construction of such utilities, ensuring compliance with plans and related specifications and schedules. In addition, the incumbent prepares budgets; tracks and estimates project construction costs; prepares specifications and contract documents; makes recommendations for future capital projects; consults, maintains liaison with and provides information and assistance to a wide variety of internal and external contacts. Considerable independence of judgement and action is required in the technical aspects of the work. Work performance is reviewed by a superior in terms of technical adequacy, conformance to established standards and practices and achievement of desired objectives.

Illustrative Examples of Work

- Plans, assigns, checks, and supervises the work of subordinate technologists engaged in preparing preliminary design and layout work for a variety of municipal utilities such as roads, storm and sanitary sewers, waterworks, street lighting and sidewalks; mentors, guides, advises, and trains subordinate technologists; and consults on design review and provides comments.
- Assists in preparing project scope, budget and schedules for capital projects; oversees and manages challenging and complex projects; and makes recommendations for future capital projects.
- Prepares preliminary design and layout for a variety of municipal utilities such as roads, storm and sanitary sewers, waterworks, street lighting and sidewalks; discusses preliminary design drawings with the design engineer and refines drawings leading to the completion of an approved set of final drawings.
- Tracks and estimates cost of construction and prepares specifications and contract documents required for tendering purposes and submits documents covering unusual or complex projects; and reviews tender bids to determine accuracy and compliance with plans and specifications.
- Monitors construction progress ensuring adherence to plans, specifications and schedules; conducts site visits; performs construction inspections; authorizes design changes during construction and implements any significant changes; attends final inspection along with other staff; and issues notice of acceptance.
- Participates in the investigation of disputes between contractors and engineering inspectional staff; determines the parameters of the problem; and implements or recommends the appropriate solution.
- Monitors expenditures-to-date against project budgets and informs superior of potential cost overruns, the reason for same; and, as required, recommends possible solutions thereto.
- Consults with and maintains liaison with contractors, engineers, public works and construction foremen and Superintendents and others on matters related to the work; notifies affected property owners of construction projects and handles resultant complaints; and attends and chairs pre-construction meetings.
- Continuously liaises with other branches of the Engineering Department and as required, with utility companies to facilitate the integration and coordination of projects.
- Provides assistance and technical information to staff, engineers, consultants, contractors, utility companies and the public as required; and interprets and explains requirements, standards, plans, specifications and contracts to appropriate contacts.
- Reviews and clarifies design proposals and specifications prepared by outside consultants.
- Administers specified engineering projects as required; reviews design and contract specifications and conducts feasibility studies.
- Prepares and maintains a variety of material such as records, reports, correspondence, invoices and work orders; prepares progress payment documents; and recommends payment be made.
- Performs related work as required.

Required Knowledges, Abilities and Skills

- Thorough knowledge of municipal engineering design principles and methods; engineering mathematics and of the applicable Engineering Department policies, practices, procedures, standards and bylaws.
- Thorough knowledge of the methods, materials and equipment used in the construction of municipal utilities and of survey methods and functions.
- Considerable knowledge of the fundamentals of budgeting and standard costing procedures.
- Ability to plan, assign, check and supervises the work of subordinate technologists.
- Ability to mentor, guide, advise, and train subordinate technologists, and to oversee the work of consultants.
- Ability to prepare designs for all types of municipal utilities; to review drawings for technical accuracy and conformance with applicable municipal bylaws, standards and related specifications and to monitor construction projects ensuring satisfactory completion of same.
- Ability to resolve disputes between contractors and engineering inspectional staff and implements or recommend the appropriate solution for resolution.
- Ability to establish and maintain effective working relationships with the public, residents, stakeholders, consultants and contractors.
- Ability to collect, analyze and/or synthesize technical, statistical, costing and related data and information.

- Ability to prepare, read and interpret plans, specifications, contract documents and related material and to provide direction, information and assistance to drafting, surveying and engineering inspectional staff.
- Ability to prepare and maintain records, reports, invoices, correspondence and various other material related to the work.

Desirable Training and Experience

Graduation from an institute of technology with a diploma in civil engineering, or approved equivalent, plus considerable experience in the engineering design field, including some supervisory experience, preferably within the municipal sector; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

Certification as an Applied Science Technologist within the Province of British Columbia.

Valid Class 5 Driver's Licence for the Province of British Columbia.

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Position Description

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Training Assistant

Job Status **Regular Full-Time**

Pay Rates **\$31.66 - \$37.20/hour (2024 rates)**

Posting Closing Date **8/18/24**

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Training Assistant

Delta, British Columbia, Canada

Location: Delta Police Department

Employment group: CUPE Local 454

Hours of Work: 35 hrs

Job ID: CE24-22



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Nature and Scope of Work

This is varied and moderately complex clerical work coordinating and administering training for sworn and civilian members and exempt employees. An incumbent maintains training records and assists with the research and development of new programs and materials; monitors and documents operating budget expenditures and forecasts training program needs; processes applications and payments for the department’s education fund; ensures that policing standards are adhered to; liaises with internal and external contacts; and attends training-related meetings as required. Considerable independent judgement and action are exercised within established parameters, while unusual problems and policy matters are discussed with a superior who evaluates performance in terms of compliance with established guidelines and achievement of desired objectives.

Illustrative Examples of Work

- Schedules courses and training for sworn and civilian members and exempt employees; posts and updates activities related to training, courses and conferences; maintains the training calendar and tracks training needs for all employees; and responds to training-related enquiries from staff.

- Assists the development of the organization's training curriculum on the Canadian Police Knowledge Network (CPKN) Learning Management System (LMS) portal; and performs administrative functions as it relates to the operation of the organization's CPKN LMS portal.
- Assists with course selection; registers employees for courses, conferences and other training; creates and distributes instructions; tracks attendance at training sessions; and maintains and audits training records for all sworn and civilian employees, including increment and non-increment training and mandatory training and certifications.
- Arranges for travel, accommodation and allowances related to training; books venues and arranges for related logistics; and attends training at various venues to assist with training logistics as required.
- Assists the coordination of training programs; assists with researching and developing training topics, presentations, infographics and related materials; ensures that policing standards are adhered to; and conducts research and participates on special projects as assigned.
- Monitors and documents operating budget expenditures and variances; identifies and forecasts training programs needs; reports on budget matters to a superior; and processes applications and payments for the department's education fund.
- Establishes and maintains liaison with a variety of internal and external contacts on training related matters; and attends, represents and participates in meetings and committees related to the work.
- Prepares, processes, organizes and maintains a variety of files, records, reports and related procedural materials.
Performs related work as required.

Required Knowledge, Abilities, and Skills

- Considerable knowledge of the rules, regulations, policies and procedures governing the work performed.
- Sound knowledge of the functions of departments served and staff training needs and training programs as they relate to the work performed.
- Sound knowledge of modern office practices, equipment and software applicable to the work.
- Ability to monitor and document operating budget expenditures and variances, forecast training program needs and process training application payments.
- Ability to prepare, process and maintain a variety of files, records, reports and other materials related to the work performed.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts.
- Ability to provide information and assistance, and explain regulations and procedures.
- Ability to assist the coordination of training programs and with research and development of training topics, presentations and related materials.
- Ability to communicate effectively orally and in writing.
- Ability to work with minimal supervision.

Desirable Training and Experience

Completion of Grade 12 supplemented by courses related to the work, plus considerable related experience; or an equivalent combination of training and experience.

Required Licences, Certificates and Registrations

Standard Security Clearance.

Valid Driver's Licence for the Province of British Columbia.

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