



*... a great place to live, work & play*

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.

## Clerk, Engineering Operations

The City of Delta is seeking an administrative professional to fill a clerical vacancy to support the Engineering Operations Department. Located out of the Works Yard, they will be responsible for providing general administrative support to the department and the Health & Safety Manager. Duties and responsibilities include, but are not limited to:

- Receives, checks, enters, and verifies data such as work order number, hours worked, acting rates, sick leave, vacation time, equipment and materials usage and units of work completed, vehicle number, and fuel card number on computerized operations management systems; produces and distributes standard reports and retrieves information as requested.
- Types a variety of materials from copy, rough draft, or general instructions such as correspondence, reports, and financial statements using word processing equipment; creates, edits, and may format documents using spreadsheet and database software as required; composes routine correspondence according to written or verbal instructions; performs non-complex calculations.
- Provides general office support services by preparing, updating, checking, and maintaining a variety of files, reports, and records related to Public Works and OH&S; maintains equipment servicing and repair records; issues and cancels vehicle fuel cards.
- Operates radio as the base for mobile radio system; receives and processes telephone and radio calls and provides information to employees, contractors, the public, crews, and utility companies; hires equipment and orders materials from private suppliers as requested.
- Reviews and approves tree removal permit applications and the tree component of other applications for compliance with the Tree Bylaw and related requirements.
- Prepares reports for the Occupational Health and Safety meetings.
- Assists with records compilation and scheduling of interviews for the annual Certificate of Recognition (COR) audit.

The successful candidate will have:

- Solid working experience working in an office environment pertaining to Engineering Operations and/or Civil Construction;
- Experience working with Maximo and/or Tempest is considered an asset;
- Knowledge of the rules and experience with union collective agreements governing the recording of employee time records for payroll purposes;
- Excellent customer service and organizational skills along with the ability to problem-solve and work independently
- Proficiency in effective oral and written communication is essential;
- Advanced proficiency is required with the Microsoft Office Suite (Microsoft Word, Excel, Outlook, PowerPoint, and Publisher);
- Strong typing skills with a minimum of 55 WPM;
- Completion of the 12th school grade supplemented by relevant post-secondary coursework, such as Accounting, Business Administration, or Communications plus sound related office experience, or an equivalent combination of training and experience.

The City of Delta provides a competitive salary \$29.20 - \$34.30 per hour (commensurate with experience); and an excellent benefits package including Municipal Pension Plan. Interested applicants are requested to apply on-line at [www.delta.ca/employment](http://www.delta.ca/employment) quoting competition #24-56 EX by **March 28, 2024**.

The City of Delta's Covid-19 Vaccination Policy has been suspended, however, we reserve the right to reinstate it in response to changes in the public health landscape, including public health orders. We are committed to the protection, health, and safety of our employees and our community, and our Communicable Disease Plan and related protocols remain in place.

We thank all applicants for their interest; only those under consideration will be contacted. Candidates that are short-listed will be tested on their typing and computer proficiency. Copies of relevant professional certificates, degrees, or tickets must be submitted with your application. Preferred candidates will be required to submit a Police Information Check.