



BUILD A CITY. BUILD A FUTURE.



COMMERCIAL OPERATIONS CLERK

(Regular Full-Time)

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

SCOPE

Reporting to the Plan Review Section Manager, the Commercial Operations Clerk performs varied and complex technical duties, including calculating and processing commercial building permit fees and related charges, which requires considerable knowledge of departmental policies, procedures, and related bylaws. The incumbent is also responsible for providing information services and related support while responding to building inquiries. Considerable independence of judgment and discretion will need to be exercised.

RESPONSIBILITIES

- Perform complex calculations and processes commercial building permit fees and related charges.
- Review, assess, and process sign permit applications.
- Assist in the preparation of permit fee documentation and circulation of building permit applications.
- Provide information, advice and guidance on technical matters regarding calculation of permit fees and charges.
- Act as a resource for internal and external staff on Commercial Building Permits policies and procedures.
- Perform other duties such as coordinating Restrictive Covenant reviews and alternative solution submissions.

QUALIFICATIONS

- Grade 12 supplemented by the completion of a diploma including courses related to building technology.
- Two (2) years' related experience.
- An equivalent combination of education and experience may be considered.
- Directly related experience in a public sector environment is considered a strong asset.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



OTHER INFORMATION

Pay Steps	Hourly Rate
Step 1	\$36.72
Step 2 (6 months)	\$37.91
Step 3 (18 months)	\$38.98
Step 4 (30 months)	\$40.60

This Posting Closes on May 17, 2024

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

