



Position Title: Technical Assistant

Position Status: Full-Time Temporary (This position is to last no longer than 4 months)

Department: Parks & Environment

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: \$2,056.83 - \$2,410.63 bi-weekly

Our Parks & Environment Department is seeking a Technical Assistant who will assist officers in our Environmental Regulation and Enforcement Division. The successful incumbent will collate information to support bylaw compliance assessments, conduct research to inform the development of potential regulatory options, analyze technical data and create reports to update performance targets, and assist with other technical projects.

You are interested in air quality and doing field work, good at organizing large volumes of information, able to work independently but not afraid to ask questions, methodical, and well organized.

This role:

- Researches, collects, analyzes and reports to a supervisor on specific aspects of assigned projects; conducts and prepares reports on non-complex research topics.
- Assembles a variety of data from available sources to assist professional staff in their reply to specific requests for information and in their preparation of reports dealing with specified activities.
- Provides a variety of detailed technical information and assistance to the public and other municipal staff on matters related to the work performed; refers more complex or specialized inquiries to other staff.
- Assists with site inspections and field surveys under the direction of senior staff.
- Performs related work as required.

To be successful, you have:

- Completion of the 12th school grade supplemented by post-secondary courses related to the work plus some work experience.
- Working knowledge of research methods, techniques and practices applicable to the field of research.
- Ability to research and analyze various factors relative to assigned projects.

- Ability to prepare non-complex research reports.
- Ability to provide information and assistance to a variety of internal and external contacts.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by May 23, 2024.