

BUILD A CITY. BUILD A FUTURE.



Planning Technician 1 – Development Planning

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.

EMPLOYMENT STATUS

There are 2 positions:

- Union - CUPE Local 402 – Term (1 Year)
- Union - CUPE Local 402 - Term (3 Year)

SCOPE

Are you looking for a career opportunity that has tremendous potential for learning and growth and helps build a thriving, green and inclusive city? We are currently hiring for two passionate and dedicated Planning Technicians to join our team. These are junior level planning positions in a fast-paced environment with a focus on processing basic development applications.

RESPONSIBILITIES

- Processing development applications including variances, rezonings and development permits, as well as assisting Planners in more complex development projects.
- Providing information services, including by-law and policy interpretation and advice related to planning and development inquiries.
- Communicating with the public, applicants, agents, external agencies and departments and preparing reports and correspondence on development applications.
- Acting as a resource to Planning Operations Clerks in carrying out their front counter duties and provide technical assistance in carrying out other planning duties including research, data collection and tabulation.
- Preparing Council reports and correspondence in regard to development applications.

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.
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QUALIFICATIONS

- You will possess a minimum of a Bachelor's Degree in Planning or a related field from a recognized post-secondary institution.
- Previous work experience in the planning field.
- An equivalent combination of education and experience may be considered.
- A Master's Degree in Planning is considered an asset.
- Directly related experience the development application process with a public sector organization is considered an asset.
- You are able to communicate both orally and in writing.
- You work well within a team environment and are able to build and maintain effective relationships with staff and members of the public.
- You have knowledge of planning principles and the development application process.
- You are able to make decisions independently and exercise good judgement in performing your duties.

OTHER INFORMATION

Pay Grade: 22

Hourly Rate: \$38.98

Pay Steps	Hourly Rate
Step 1	\$38.95
Step 2 (6 Months)	\$40.60
Step 3 (18 Months)	\$42.19
Step 4 (30 Months)	\$43.77

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