

BUILD A CITY. BUILD A FUTURE.



General Operations Clerk

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

The Planning and Development Department is currently looking to add a General Operations Clerk (GOC) to their team. The General Operations Clerk performs varied and complex clerical duties and technical work related to a broad range of matters within the Building, Planning and Engineering departments. The work requires considerable knowledge of department functions, procedures and policies and familiarity with City by-laws and their applications to such functions.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

RESPONSIBILITIES

- Use strong customer service and communication skills to provide information to a variety of stakeholders on building, planning and engineering matters.
- Use knowledge in basic civil engineering, land use planning fundamentals and the BC Building Code and construction in order to assist in the preparation and/or processing of permits, applications, agreements and other legal instruments and documents.
- Practice high attention to detail and demonstrate accuracy. Use coaching and mentorship skills to help train other staff.
- Make sound decisions, both technical and non-technical alike.

QUALIFICATIONS

- Completion of Grade 12.
- Courses totaling a minimum of nine (9) credits in either building/construction, planning, and/or civil engineering.
- Two (2) years of related experience.
- An equivalent combination of education and experience may be considered.

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OTHER INFORMATION

- Number of Job Openings: 1
- Pay Grade: 18

Pay Step	Hourly Rate
Step 1	\$34.75
Step 2 (6 Months)	\$35.71
Step 3 (18 Months)	\$36.72
Step 4 (30 Months)	\$37.91

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