



**Position Title:** Technical Assistant

**Position Status:** Full-Time Temporary (This position to last not later than December 31, 2024 with the possibility of extension)

**Department:** Parks & Environment (Environmental Regulation & Enforcement)

**Employee Group:** Teamsters Local 31

**Location:** 4515 Central Boulevard, Burnaby

**Salary Range/ Wage Rate:** PG T14 \$2,056.83 - \$2,410.63 bi-weekly

**Our Parks & Environment Department is seeking a Technical Assistant who will assist permitting and enforcement officers in gathering and analyzing data, accompany officers on industrial inspections, and who will compile and prepare reports for assigned projects.**

**You are: interested in liquid waste and environmental issues, keen to learn more about industrial waste dischargers, able to organize and analyze large volumes of information, and are able to work independently but are not afraid to ask questions.**

**This role:**

- Researches, collects, analyzes and reports to a superior 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.
- Conducts industrial 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](mailto: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 October 1, 2024.*