



BUILD A CITY. BUILD A FUTURE.



PLANNING TECHNICIAN 1 – COMMUNITY PLANNING & SUSTAINABILITY PROJECT (2 YEARS)

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

Union - CUPE Local 402 – Project (2 Years)

SCOPE

The City's Community Planning and Sustainability Division is recruiting for a junior climate policy professional looking to make an impact on the future growth of one of Canada's fastest growing municipalities. The Sustainability Planning Technician will be a core member of the climate action team, dedicated to putting the City on track to meet the City's climate commitments, including implementation of the Climate Change Action Strategy (CCAS). You will bring a passion to support the development and implementation of policy, programs, and projects to reduce community greenhouse gas (GHG) emissions, often overlapping with improving climate adaptation and resilience.

What we offer for this Planning Technician position:

- Opportunity to work from home/remotely 2 days a week.
- A chance to work in a dynamic and a highly diverse planning environment.
- Ongoing personal growth and professional development opportunities.
- Opportunity to be involved in major land use planning and policy initiatives from a sustainability perspective, including updating the Official Community Plan, Zoning Bylaw and land use plans supporting SkyTrain extension.

RESPONSIBILITIES

As the Planning Technician your primary responsibilities include:

- Provide technical planning assistance to support sustainability and climate action policy, program and project work.
- Undertake research and related work, including best practices reviews, policy scans, data compilation and analysis.
- Assist with preparing and updating policy documents.
- Prepare communication, including e-newsletters, website content, and material for public facing campaigns.
- Support the systems and processes for tracking, reporting and communicating sustainability and climate action data, such as databases, maps, graphics, and indicator dashboards.
- Support public engagement activities, including the preparation of engagement materials, participation at events, and the summarization of engagement results.
- Provide information to members of the public, staff and external agencies regarding the City's work on climate action.
- Support the Community Planning and Sustainability team in report and document writing, presentations
- Other job-related duties as required.

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QUALIFICATIONS

- A Bachelor’s Degree in sustainability, planning, public policy, resource and environmental management, engineering, environmental science, public administration, or a related field from a recognized post-secondary educational institution, supplemented by previous work experience in the sustainability and climate action field. An equivalent combination of education and experience may be considered.
- The ability to communicate effectively, knowledge of sustainability and climate action principles.
- Ability to use relevant computer applications such as GIS, Illustrator, InDesign and Sketch-Up are assets.

OTHER INFORMATION

- Pay Grade: 22
- Hourly Rate: \$38.98 (2024 rates)

Pay Steps	Hourly Rates
Step 1	\$38.98
Step 2 (6 months)	\$40.60
Step 3 (18 months)	\$42.19
Step 4 (30 months)	\$43.77

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