



BUILD A CITY. BUILD A FUTURE.



CLERK 3 – ELECTRICAL INSPECTIONS

TERM (1 YEAR)

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 – Term (1 Year)

SCOPE

The City of Surrey has a Clerk 3 position in the Planning and Development Department, within the Business Support Team in Electrical, where the primary focus will be on the Electrical Operating Permit Program.

RESPONSIBILITIES

- Communicate and act as liaison between property owners and the Electrical Contractor Registration & Record Maintenance.
- Educate and support communication with property owners and Strata Management.
- Regular on-going collaboration with fire prevention and by-laws.
- Accounting and finance tax record handling.
- Design and execute permit expiry tracking system.
- Provide public relations and marketing input and support for design and maintenance of Operating Permit program.
- Provide input for program design and improvements.
- Review and check a wide variety of records, statements and office records for accuracy, completeness, and conformance with departmental regulations.
- Use various operating systems such as Amanda, COSMOS, and MS programs to research and answer customer inquiries accordingly.
- Assist other staff in performing their duties and perform related duties as required.

QUALIFICATIONS

- Completion of Grade 12, supplemented by several courses in word processing, office practices and PC office applications.
- Minimum 2 years' experience in an office environment.
- Must have an accurate typing speed of 40 WPM.
- An equivalent combination of education and experience may be considered.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

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Apply online at www.surrey.ca/careers



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OTHER INFORMATION

Pay Grade: 12
Hourly Rate: \$30.12 (2024 Rates)

Pay Steps	Hourly Rate
Step 1	\$30.12
Step 2 (6 months)	\$30.71
Step 3 (18 months)	\$31.53
Step 4 (30 months)	\$31.97

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