

BUILD A CITY. BUILD A FUTURE.



Park Planning Technician (Planning Technician 1)

Project – 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.*

SCOPE

The Parks, Recreation and Culture Department strives to protect the natural environment and provide park space while supporting urban growth. Within the Department, the Parks Division is responsible for the delivery and operation of Surrey's parks system which is over 7,300 acres in size. Parks provide a wide range of outdoor recreation opportunities for the City's residents while also protecting valuable forests and sensitive ecosystems.

The Parks Planning Technician will provide varied support to Parks, Planning, Research & Design staff, including research, technical planning and administrative assistance. The position reports to the Manager of Parks Planning, Research and Design and is part of a team of park planners and designers.

EMPLOYMENT STATUS

Union - CUPE Local 402 - Project - 1 Year

RESPONSIBILITIES

Specific responsibilities may include:

- Assists with feasibility studies and delivery of the Parks Department's 2025 and 2026 capital projects including Nicomekl Riverfront Park and three new neighbourhood parks.
- Reviews and provides feedback on development applications that have implications for parkland and public / street trees.
- Assists with open space and outdoor recreation facility planning.
- Provide technical planning assistance to support the Parks Division's input to City land use planning and policy work.
- Undertake research and related work, including best practices reviews, policy scans, data compilation and analysis.
- Assists with the delivery of other park programs and projects.
- Prepares materials and content, including basic GIS maps, charts and graphics related to research and planning activities, to support the development of plans and documents.
- Support public engagement activities, including the preparation of engagement materials, participation at events, and the summarization of survey results.
- Providing information to members of the public, staff and external agencies regarding bylaw and policy interpretation and advice related to planning.
- Prepares non-complex reports and correspondence.
- Conducts analysis of data and spreadsheets to support the quantitative aspects of parks planning.
- Provides technical assistance to the Planners in carrying out other planning duties, including report and document writing, presentations, and other duties as required.

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QUALIFICATIONS

The successful candidate will have a general knowledge of regulations, policies, procedures and standards related to planning and design, including knowledge of planning and design principles and practices. Ability to communicate effectively, both orally and in writing including preparation of correspondence, written reports, web content and presentations is essential for this position. Strong interpersonal skills and the ability to establish and maintain effective working relationships with staff and the public will ensure your success in this position.

You have:

- Completed a bachelor’s degree from a recognized post-secondary educational institution in planning, geography or a related field supplemented by previous work experience in the planning field.
- Additional education in planning, related work experience or an equivalent combination of related training and experience will be considered.
- The ability to communicate effectively, knowledge of planning principles, and ability to use relevant computer applications such as Adobe Suite (Illustrator, InDesign, Photoshop), ESRI ArcGIS Suite, SketchUp and Office Suite are assets.

Pay Steps	Hourly Rate (2024 Rates)
Step 1	\$38.98
Step 2 (6 months)	\$40.60
Step 3 (18 months)	\$42.19
Step 4 (30 months)	\$43.77

This Posting Closes on July 4, 2025.

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