

# BUILD A CITY. BUILD A FUTURE.



## GENERAL OPERATIONS CLERK REGULAR FULL-TIME

*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 for 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.

### 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.
- Perform other related duties as assigned.

### 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

Pay Grade: 18

Hourly Rate: \$37.23

Pay Steps	Hourly Rate
Step 1	\$37.23
Step 2 (6 months)	\$38.25
Step 3 (18 months)	\$39.34
Step 4 (30 months)	\$40.61

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