

BUILD A CITY. BUILD A FUTURE.



PLANNER 1 OR PLANNER 2 – DEVELOPMENT PLANNING

Auxiliary

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 – Auxiliary

SCOPE

The Planning & Development Department is seeking qualified Planning Professionals to join the Development Planning Division. This recruitment is for either Planner 1 or Planner 2 positions, with the final appointment level determined based on qualifications, experience, and demonstrated competencies.

In this role, you will contribute to a dynamic, fast-paced environment, supporting either the review and processing of development applications or advancing process improvement initiatives. You will collaborate closely with internal departments, external stakeholders, and the public to deliver high-quality planning services.

This opportunity is ideal for Planning professionals at various stages in their careers and offers strong potential for development and growth.

The auxiliary positions offer flexible scheduling within City Hall operating hours. As an auxiliary employee, you may have the opportunity to work a varied schedule, and we will aim to align your availability with operational needs.

RESPONSIBILITIES - DEVELOPMENT APPLICATION PROCESSING

- Review and process development applications including rezonings, development permits, and subdivisions.
- Provide technical guidance and interpretation on planning related matters to applicants, consultants, and the public.
- Conduct research and analysis on land use, policy, and development proposals.
- Prepare reports, correspondence, and supporting documentation for planning applications.
- Coordinate application review processes with internal departments and external agencies.
- Conduct site inspections and assist in resolving planning-related issues.
- Support policy development, planning studies, and zoning bylaw amendments.
- Perform other related duties as required.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.

Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



RESPONSIBILITIES – PROCESS IMPROVEMENT

- Support the development and implementation of process improvements aimed at reducing development application timelines.
- Assist in planning and implementing change management strategies.
- Draft and maintain Standard Operating Procedures and Process Manuals.
- Engage with internal and external stakeholders for process development and change management.
- Create and deliver training materials to staff.

QUALIFICATIONS

Planner 1:

- Bachelor's degree in Planning or a related discipline with coursework recognized by the Canadian Institute of Planners (CIP), plus 4 years of related experience, OR a Master's degree in Planning (or related discipline) with 2 years of experience.

Planner 2:

- Bachelor's degree in Planning or a related discipline with CIP-recognized coursework plus 5 years of related experience, OR a relevant Master's degree with 3 years of experience.

For both levels:

- Eligibility for membership in the Canadian Institute of Planners is preferred.
- Sound knowledge of municipal planning principles and the development process.
- Strong communication, report writing, and interpersonal skills.
- Ability to work independently and collaboratively in a team environment.
- An equivalent combination of education and experience may be considered.

OTHER INFORMATION

Salary placement will be determined based on job-related knowledge, skills, and experience, and may fall within the applicable pay grade for Planner 1 or Planner 2, in accordance with CUPE 402 rates.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



Planner 1:

Pay Grade: 31

Pay Steps	Hourly Rate
Step 1	\$59.84
Step 2 (6 months)	\$62.56
Step 3 (18 months)	\$65.15
Step 4 (30 months)	\$67.86

Planner 2:

Pay Grade: 33

Pay Steps	Hourly Rate
Step 1	\$65.15
Step 2 (6 months)	\$67.86
Step 3 (18 months)	\$70.70
Step 4 (30 months)	\$73.69

APPLY

If you are interested in this opportunity, please apply at <https://www.surrey.ca/careers>, Job ID 7157.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

