

BUILD A CITY. BUILD A FUTURE.



TECHNICAL ASSISTANT I 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.*

EMPLOYMENT STATUS

Union – CUPE – Regular Full-time

SCOPE

The Technical Assistant I provides assistance to engineering staff in the delivery of municipal engineering services and projects within the Development Services Section. The position performs a combination of technical and administrative tasks, including supporting project coordination, reviewing and processing development applications, assisting with design-related work, and contributing to data collection and analysis, all under the guidance of senior staff and in accordance with established engineering standards, policies, and procedures.

RESPONSIBILITIES

- Assist engineering staff with project coordination, including tracking timelines and maintaining documentation.
- Support the review and processing of development applications for compliance with standards and procedures.
- Prepare basic technical materials such as drawings, estimates, and reports using established practices.
- Assist with data collection, analysis, and maintenance of project records and systems.
- Support the review of consultant designs and contract documents under senior staff guidance.
- Participate in site visits and inspections, respond to stakeholder inquiries, and support public interactions.
- Perform related technical and administrative duties in accordance with policies and standards.
- Perform other related duties as assigned.

QUALIFICATIONS

- Completion of a one-year Engineering Technology certificate, from a recognized post-secondary institution, or an equivalent combination of training and relevant experience.
- Knowledge of engineering standards, specifications, and municipal bylaws and procedures.
- Knowledge of engineering drawings, drafting practices, and contract documentation.
- Knowledge of data collection, analysis methods, and relevant computer applications.
- Working knowledge of construction practices, materials, and basic inspection processes.
- Physical strength, stamina, and coordination to carry out the duties of the position.
- A valid BC Driver's License.

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Apply online at www.surrey.ca/careers



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OTHER INFORMATION

Pay Grade: 21
Hourly Rate: \$40.61

Steps	Hourly Rate
Step 1	\$40.61
Step 2 (6 Months)	\$41.75
Step 3 (18 Months)	\$43.49
Step 4 (30 Months)	\$45.20

APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7238.

This Posting Closes on July 21, 2026.

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