

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*

EMPLOYMENT STATUS

Union – CUPE – Project (1 Year)

SCOPE

The Parks, Recreation and Culture (PRC) Department provides park space to support growth and protect the natural environment. Located in PRC, the Parks Division is responsible for the delivery and operation of Surrey's parks system, made up of almost 3,000 ha (over 7,000 acres) of parkland. 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, mapping and analysis, 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.

RESPONSIBILITIES

Specific responsibilities may include:

- Assist with feasibility studies and delivery of the Park Division's 2026/2027 capital projects including Nicomekl Riverfront Park, new City, Community and neighbourhood parks, and the update to the PRC Strategic Plan.
- Review and provide feedback on development applications that have implications for parkland and public / street trees.
- Assist 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.
- Prepare materials and content, including GIS maps, charts and graphics related to research and planning activities, to support the development of plans and documents.
- Conduct analysis of data and spreadsheets to support the quantitative aspects of parks planning.
- Support public engagement activities, including the preparation of engagement materials, participation at events, and the summarization of survey results.
- Provide information to members of the public, staff and external agencies regarding bylaw and policy interpretation and advice related to planning.
- Prepare non-complex reports and correspondence.



- Provide technical assistance to the Planners in carrying out other planning duties, including report and document writing, presentations, and other duties as required.

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. Demonstrated proficiency in GIS and data analysis will be assets.

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.

OTHER INFORMATION

Pay Grade: 22
Hourly Rate: $41.75

Steps	Hourly Rate
Step 1	$41.75
Step 2 (6 Months)	$43.49
Step 3 (18 Months)	$45.20
Step 4 (30 Months)	$46.89

Applicants under consideration will be required to consent to a Police Information Check/Vulnerable Sector Check

Successful applicants must provide proof of qualifications.



APPLY

If you are interested in this opportunity, please apply at www.surrey.ca/careers Job ID 7426.

This Posting Closes on December 15, 2026.