



# BUILD A CITY. BUILD A FUTURE.

## PARKS PLANNING TECHNICIAN (PLANNING TECHNICIAN 1)

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.

### Project (1 Year)

#### 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 6,800 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 Parks Planner and is part of a team of planners and designers.

#### Responsibilities

- Assist with a feasibility study and detailed project delivery for a new stadium in Bear Creek Park.
- Assist with outdoor recreation facility planning.
- Assist with open space planning.
- Assist with the delivery of other park programs and projects.
- Conduct site visits, photographs park sites and inventory park data.
- Prepare basic maps, charts and graphs related to research and planning activities.
- Prepare non-complex reports and correspondence.
- Provide technical assistance to the Planners in carrying out other planning duties.

#### Qualifications

- Completion of a bachelor's degree in planning, geography or a related field from a recognized post-secondary educational institution.
- Knowledge in using the Adobe Suite (Illustrator, Photoshop), Arcmap (GIS) and Office Suit.
- Have a general knowledge of regulations, policies, procedures and standards related to planning and design, including knowledge of planning and design principles and practices.
- Have the ability to communicate effectively, both orally and in writing including preparation of correspondence, written reports, web content and presentations.
- Have strong interpersonal skills and the ability to establish and maintain effective working relationships with staff and the public.

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## Conditions of Employment

- This position requires completion of a Police Information Check.
- Successful applicants must provide proof of qualifications.

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