



BUILD A CITY. BUILD A FUTURE.



Planning Technician 1 – Current Planning (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.

Scope

Are you looking for a career opportunity that has tremendous potential for growth and helps build a thriving, green and inclusive city? We are currently hiring for a passionate and dedicated Planning Technician to join our team. This is a junior level planning position with a focus on Development Planning. You will perform varied duties at the Front Counter and in the Current Planning & Development Division.

Responsibilities

- Providing information services, including by-law and policy interpretation and advice related to planning and development.
- Communicating with the public, applicants, agents, external agencies and departments and will prepare reports and correspondence on development applications.
- Acting as a resource to Planning Operations Clerks in carrying out their duties and provide technical assistance in carrying out other planning duties including research, data collection and tabulation.
- Preparing reports and correspondence in regards to development applications.
- Assisting Planners in processing development applications including rezoning and development permits.

Qualifications

- You will possess a minimum of a Bachelor's Degree in Planning or a related field from a recognized post-secondary institution.
- Previous work experience in the planning field.
- An equivalent combination of education and experience may be considered.
- A Master's Degree in Planning is considered an asset.
- Directly related experience the development application process with a public sector organization is considered an asset.
- You are able to communicate both orally and in writing.
- You work well within a team environment and are able to build and maintain effective relationships with staff and members of the public.
- You have knowledge of planning principles and the development application process.
- You are able to make decisions independently and exercise good judgement in performing your duties.

This Posting Closes on June 27, 2022