

# Create the city of tomorrow, today.



## PLANNING & DEVELOPMENT CAREERS

The City of Surrey is a place of innovative transformation and accelerated growth—where the future is limitless and possibilities are endless. If you are excited about helping to build the city of tomorrow—and you share our values of integrity, service, teamwork, innovation and community—join us, today.

### General Operations Clerk

Reporting to the Customer Services Supervisor, Planning & Development Department, the General Operations Clerk performs varied and complex clerical duties and technical work related to a broad range of matters within the building, planning and engineering departments. The work requires considerable knowledge of department functions, procedures and policies and familiarity with City by-laws and their applications to such functions.

Applicants under consideration will:

- Use strong customer service and communication skills to provide information to a variety of stakeholders on building, planning and engineering matters.
- Show attention to detail, practice high accuracy and have knowledge of basic civil engineering, land use planning principles, and the Building Code and construction in order to assist in receiving and/or processing of permits, applications, and legal documents.
- Use coaching and mentorship skills to help train other staff.
- Have the ability to problem solve and use judgment to make sound decisions both technical and non-technical alike.
- Thrive working in a faced-paced environment and are effectively able to manage time and a heavy workload.
- Have considerable knowledge of Engineering and Planning and Development policies, procedures and related bylaws.
- Have knowledge of relevant computer software applications.

Applicants under consideration will possess the following:

- Completion of Grade 12
- A minimum of nine (9) credit courses in either building/construction, planning, and/or civil engineering.
- Two (2) years of related experience
- An equivalent combination of education and experience may be considered

integrity | service | teamwork | innovation | community

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[www.surreycareers.ca](http://www.surreycareers.ca)

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