



BUILD A CITY. BUILD A FUTURE.



ENGINEERING ASSISTANT 2 – PARKING SERVICES *(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.

Reporting to the Parking Services Manager this intermediate technical and administrative position providing support and assistance to senior staff in administrative responsibilities; and performing moderately complex technical work related to the completion of a variety of City engineering activities and projects. If you are interested in a career that offers tremendous opportunities for growth, we encourage you to keep reading.

RESPONSIBILITIES

- Using your knowledge of transportation and parking management you will perform technical duties in project management, planning, and reporting.
- You will respond to public service inquiries and carry out or oversee technical analysis of signage and traffic control mechanisms with a view to ensuring safe vehicle and pedestrian movement. You will review designs, process engineering applications, perform field inspections, and undertake technical assessments.
- Your excellent communication, customer service and interpersonal skills will aid you greatly as you respond to inquiries from internal staff, members of the public, and consultants.
- You will put your knowledge of contract administration to good practice as you liaise with consultants and contractors regarding parking and transportation related projects.
- You thrive working in a fast-paced environment and are able to handle multiple priorities with ambitious timelines.

QUALIFICATIONS

- Completed a two (2) year diploma in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution with exposure to relevant engineering work. Alternatively, qualified applicants will have completed a one (1) year certificate in a discipline of Engineering Technology relevant to the position from a recognized post-secondary institution with three (3) years of engineering experience with a demonstrated record of technical knowledge, skills and ability

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- An equivalent combination of related training and experience may be considered.
- Applicants must possess a valid Class 5 BC Driver's License and a safe driving record.

Assets include:

- Project coordination experience and/or training,
- Experience directly liaising with contractors and consultants.
- Directly related experience within the public sector.

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