



BUILD A CITY. BUILD A FUTURE.



PLANNER 1 – DEVELOPMENT PLANNING 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.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Regular Full-Time

SCOPE

We are looking to add a Planner 1 to our team of passionate, knowledgeable, and innovative multidisciplinary professionals. The Planner 1 will play a key role on our Development Planning team. If you are interested in a career that offers challenge and opportunities, we encourage you to keep reading. The successful candidates will work closely with our team processing a variety of development applications with intermediate complexity.

RESPONSIBILITIES

- Use your knowledge and expertise of the land development application process in reviewing applications and providing guidance to applicants.
- Conduct research and provide analysis on a wide range of planning subjects with minimal supervision.
- Communicate and present to stakeholders of all levels
- Provide responses to enquiries and correspondence on planning matters.
- Correspond with members of the public, senior management, and other stakeholders in the development application process via written communication.
- Prepares and delivers presentations to Committees and staff groups.
- Prepares appropriate bylaw amendments for intermediate to complex development projects in consultation with multiple applicable City departments.
- Other duties may include conducting site inspections, preparing minor text amendments to the Zoning Bylaw and researching and analyzing specific planning issues.
- Other job-related duties may be assigned.

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QUALIFICATIONS

- A bachelor's degree in planning or in a related discipline with supplementary courses recognized by the Canadian Institute of Planners as fulfilling the requirement for membership and 4 years of professional planning experience. OR
- A master's degree in planning or a related discipline and two (2) years' professional planning experience.
- An acceptable equivalent of education and experience may be considered.
- Significant urban planning experience at the Associate Planner level is considered a strong asset.
- A valid and unrestricted driver's license is an asset.

Applicants under consideration will be able to demonstrate:

- Effective communication skills both orally and in report writing and correspondence.
- Able to work in a team-based environment and maintain effective working relationships both inside and outside of your immediate team.
- Strong leadership and ability to mentor and guide junior level planning professionals.
- An ability to provide the highest level of customer service to both members of the public and internal staff.
- Solid working knowledge of municipal urban planning principles and practices.

OTHER INFORMATION

Pay Grade: 31

Hourly Rate: \$59.84

Pay Steps	Hourly Rates
Step 1	\$59.84
Step 2 (6 months)	\$62.56
Step 3 (18 months)	\$65.15
Step 4 (30 months)	\$67.86

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