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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.

Summer 2015 -- Parks Planning and Design Assistant (Community Services Assistant 3) Summer Student

The Parks, Recreation and Culture Department is striving to meet the needs of a growing population by providing new parks and community facilities within an urban context while maintaining an extensive natural areas system. This is a junior level of professional work that supports the planning of the City's public domain including parks, recreation facilities, urban plazas and streetscapes.

The Parks Planning & Design Assistant provides varied support to Parks, Planning, Research & Design staff. This position provides technical and administrative assistance to the section staff in carrying out parks planning, parks design and civic beautification duties. Duties include assisting section staff in planning public meetings, preparing presentations, display boards, sketches, concept plans and maps, undertaking research and conducting best practice reviews, conducting site visits, photographing park sites and preparing basic reports and correspondence.

The successful candidate will have a general knowledge of regulations, policies, procedures and standards related to planning and design, including knowledge of planning and design principles and practices. Ability to communicate effectively, both orally and in writing including preparation of correspondence, written reports, web content and presentations is essential for this position. Strong interpersonal skills and the ability to establish and maintain effective working relationships with staff and clients will ensure your success in this position.

Candidates must have completed grade 12 and be working towards a degree or diploma in landscape architecture, planning or a related field from a recognized post-secondary educational institution. Related experience in area of specialty or an equivalent combination of training and experience will be considered. Candidates will hold a valid BC Driver's License with a safe driving history and completion of a criminal record check.

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