



*Be a part of something great!*

## TECHNICAL ASSISTANT

Temporary Full-Time

(from approx. September 11, 2023 to September 13, 2024)

Competition #: 23-U101

Website: [tol.ca](http://tol.ca)

Join a “Community of Communities” – the Township of Langley, home to approximately 150,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries; excellent benefit packages; municipal pension plan; employee wellness programs; and, opportunities for professional development and career growth.

The Township of Langley is currently recruiting for a temporary full-time **Technical Assistant** (from approx. September 11, 2023 to September 13, 2024) to join our team of professionals in the Facilities and Corporate Projects Division, Sustainability Department. Reporting to the Manager, Sustainability, in this unionized position you will perform work related to aspects including field and technical work in relation to solid waste and recycling.

### Responsibilities:

- Assist in collecting and analyzing data as it relates to solid waste and recycling
- Perform routine field work related to solid waste and recycling
- Research technologies and strategies using related software as required
- Perform and prepare reports
- Assist with developing communication materials
- Prepare and deliver reports and presentations as required
- Perform related work as required

### Qualifications:

- Completion of the first year of an undergraduate degree in a related discipline; work experience in a municipal government or private engineering department an asset; or an equivalent combination of training and experience
- Working knowledge of solid waste and recycling services and/or systems.
- Ability to prioritize, schedule tasks and meet deadlines
- Ability to communicate effectively with internal/external contacts and other agencies
- Experience working in sustainability is considered an asset

In order to be considered for this position, candidates must have the following valid and current certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- BC Class 5 (full-privilege) Driver’s License or equivalent driver’s license for where you reside. You must include with your application a current **Personal Driving Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver’s License and the Drivers Factor Report will **not** be accepted.

The CUPE rate of pay for this position is \$29.52 - \$34.69 per hour (2023 rates), plus 13.50% in lieu of benefits. The hours of work are Monday to Friday 8:30am – 4:30pm.

If you wish to pursue this exciting career in a growing community, please visit [tol.ca/careers](http://tol.ca/careers) to apply.

**Internal closing date** for this competition: **August 14, 2023**

**External closing date** for this competition: **August 17, 2023**

*We appreciate all applications; however, only short-listed candidates will be contacted for an interview.*