

Township of Langley

Job Title:	Soil Bylaw Officer
Competition Number:	24-U119
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 (2024 rates) plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	July 22, 2024
Competition Internal Closing Date:	July 30, 2024
Competition External Closing Date:	August 12, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Soil Bylaw Officer** to join our team of professionals in the Engineering Division, Engineering Services Department. Reporting to the Engineering Services Manager, in this unionized position you will be responsible for processing soil deposit and removal applications, producing neighborhood maps and letter mail-outs including collecting and summarizing responses, investigating complaints, and addressing non-compliance files.

Responsibilities

- Review, process and enter soil deposit and removal permit applications
- Organize site inspections and meetings with technical staff
- Conduct inspections to ensure properties conform to the bylaws and approved soil permits
- Investigate complaints, compose correspondence, provide data for council reports, maintain and update forms, permits, reports, and records
- Recommend improvements to procedures
- Perform related work as required

Qualifications

- Completion of Grade 12, related technical courses and sound related experience or an equivalent combination of training and experience
- A minimum of one year experience in a municipal setting, or at least one year experience in bylaw enforcement or related education, such as JIBC bylaw enforcement courses will be considered an asset
- Ability to investigate complaints, conduct inspections and to enforce the bylaws, rules and regulations with firmness, tact, impartiality and sound judgement as well as an ability to deal courteously and effectively with the public, officials and staff is necessary
- Sound knowledge of computer applications as they relate to the work performed, business English, spelling, punctuation and arithmetic

Required Certifications/Licenses

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.

- BC Class 5 (full privilege) Driver's License. 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 Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

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