

Township of Langley

Job Title:	Licence and Inspection Service Coordinator
Competition Number:	24-U185
Employment Type:	Temporary Full-Time (from approximately January 6, 2025 to September 30, 2025)
Pay Rate:	\$40.74 – \$48.09 per hour (five steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	October 28, 2024
Competition Internal Closing Date:	November 5, 2024
Competition External Closing Date:	November 11, 2024

Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Licence and Inspection Service Coordinator** (from approximately January 6, 2025 to September 30, 2025) to join our team of professionals in the Permits, Licences and Inspections Division. Reporting to the Manager, Licences and Policies, in this unionized position you will apply your experience and knowledge to conduct investigations on varied types of premises, to ensure compliance with relevant sections of zoning and related bylaws and recommend appropriate actions.

Responsibilities

- Investigate buildings, dwellings, business units and premises identify bylaw violations such as illegal uses and occupancies
- Coordinate building, trade and fire inspections and identify hazardous or non-conforming conditions covered by bylaws
- Investigate complaints regarding alleged bylaw infractions and determine appropriate action to gain compliance through negotiation or legal processes
- Interpret and explain applicable bylaws, regulations and relevant government agency statutes to internal/external contacts property owners, tenants, the public
- Prepare reports and correspondence, draft bylaws and amendments and maintain a variety of records
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by courses related to the work plus considerable experience in inspection and enforcement work, or an equivalent combination of training and experience.
- Considerable knowledge of the relevant sections of municipal bylaws, regulations, and statutes
- Considerable knowledge of the various types of business operations and construction and trades operations and their liability for licensing fees
- Working knowledge of applicable sections of building, health and fire bylaws and of building construction methods and practices
- Ability to recognize bylaw infractions and violations, investigate complaints and enforce applicable bylaws and regulations with tact, impartiality, firmness and sound judgement
- Ability to interpret and explain applicable bylaws and regulations and offer advice to the public
- Bylaw Compliance, Enforcement and Investigative Skills Certification, Level 1 and 2 are considered assets

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.