

Township of Langley

Job Title:	Permit and Licence Applications Support Coordinator
Competition Number:	25-U049
Employment Type:	Regular Full-Time
Pay Rate:	\$34.63 - \$40.74 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hour per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	April 10, 2025
Competition Internal Closing Date:	April 22, 2025
Competition External Closing Date:	April 22, 2025

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Permit and Licence Applications Support Coordinator** to join our team of professionals in the Permits, Licences and Inspections Division, Licences and Policies Department. Reporting to the Manager, Licences and Policies, in this unionized position you will specialize in and perform complex clerical regulatory work involving reviewing and processing of various types of permit and business licence applications from the application stage to issuance and determine compliance with applicable bylaws, policies, regulations and other requirements.

Responsibilities

- Receive, review and process various types of permit and business licence applications from the application stage to issuance and determine compliance with applicable bylaws, policies, regulations and other requirements
- Coordinate and schedule inspections or appointments required as part of the licencing or permitting process and liaises with other departments and external agencies to facilitate the regulatory process
- Provide information, advice and assistance to applicants in identifying status of applications, issues, complaints or specific requirements
- May assist with investigating and inspecting businesses, business premises and trade operations to ensure that proper licences were obtained and that businesses operate in accordance with applicable bylaws and all related regulations and statutes
- Establishes and maintains files related to the work
- Perform related work as required

Qualifications

- Completion of Grade 12 supplemented by post-secondary regulatory or technical courses related to the work; or an equivalent combination of training and experience. Bylaw, Compliance, Enforcement and Investigative Skill Certification, Level 1 would be an asset.
- Considerable knowledge of the applicable bylaws, regulations, policies, zoning and other requirements governing various types of business operations and licensing and of their liability for licensing fees
- Sound knowledge of modern office methods, procedures and software applications and of business English, grammar and arithmetic
- Ability to review and process various types of permit and business licence applications from application stage to issuance to determine compliance with applicable bylaws, policies, regulations and other requirements
- Ability to establish and maintain effective working relationships and to deal effectively and tactfully with a variety of internal and external contacts in the work

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.