



## LICENCE EXAMINER

### Regular Full-Time (2 positions)

#### About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

#### About You / What We Are Looking For

The Business Licensing Division operates out of Coquitlam's City Hall location and is responsible for the administration of business licences, provision of permitting and regulatory assistance via Business LinQ and enforcement of property use and related regulations.

The Business Licensing Division is looking for two regular full-time Licence Examiners to support the receipt, review and approval of business licence and related applications, as well as related regulatory enquiries and projects. These roles are responsible for the regulatory review and issuance of business licences, response to complex regulatory enquiries and the provision of one-on-one business related permitting and regulatory guidance to existing and prospective businesses. The candidate will independently perform complex, regulatory, and administrative tasks related to licensing including the review of conceptual proposals and applications for compliance against a variety of requirements, interpreting a range of bylaws and regulations, coordinating regulatory referrals, and independent decision making related to this work. This incumbent will also provide complex regulatory guidance to existing and prospective business operators and internal and external partners, as well as general customer service, administrative and project support

#### Minimum Qualifications

Interested applicants should be able to display significant experience with regulatory review and independent decision-making. This will include considerable related legislative or regulatory decision-making work experience and some post-secondary regulatory or technical courses related to the work.

#### Preferred Qualifications

Related experience with a municipality or regulating body preferred.

#### What We Offer:

This CUPE position has an hourly rate range of \$35.84 - \$42.16 (2025 rates). The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off program. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

#### Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit [coquitlam.ca/edi](https://coquitlam.ca/edi) for more information.



If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

Applicants under consideration may be required to undergo and submit an acceptable police information check.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on [LinkedIn](#) to learn more about how #YouCouldWorkHere too!

**Please apply online at [www.coquitlam.ca/careers](http://www.coquitlam.ca/careers) by 11:55 pm on May 21, 2025.**

*We thank all applicants for their interest; however, only those selected for an interview will be contacted.*