

# Job Posting – Township of Langley

<b>Job Title:</b>	Solid Waste Programs Assistant
<b>Competition Number:</b>	26-U041
<b>Employment Type:</b>	Temporary Full-Time (from approximately April 20, 2026 to February 25, 2028)
<b>Pay Rate:</b>	\$33.25 - \$39.14 (5 steps, 2024 rates)
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:30am – 4:30pm
<b>Competition Opening Date:</b>	March 16, 2026
<b>Competition Internal Closing Date:</b>	March 24, 2026
<b>Competition External Closing Date:</b>	March 30, 2026

## Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Solid Waste Programs Assistant** (from approximately April 20, 2026 to February 25, 2028) to join our team of professionals in the Public Works Division, Solid Waste Department. Reporting to the Manager, Solid Waste in this unionized position, you will be supporting the coordination of solid waste management programs, data analysis, public events and related services. This position is ideal for individuals who are committed to providing great service and promoting waste reduction in our community.

## Responsibilities

- Organize, coordinate and monitor the delivery of solid waste programs and events, including the Adopt-a-Program, Backyard Composting program and Clean Up Langley Day, and assist with implementing program enhancements
- Receive, review and coordinate the approval of external program proposals
- Assist with volunteer coordination including recruiting, onboarding, directing, monitoring and scheduling
- Participate in and attend public outreach events and presentations as required
- Maintain and analyze data records related to solid waste cart assets
- Maintain inventory of solid waste program materials and equipment as required
- Provide customer support to internal and external contacts on solid waste and contract matters
- Perform related work as required

## Qualifications

- Completion of Grade 12 including or supplemented by courses related to the work, plus considerable related experience, or an equivalent combination of training and experience
- Considerable knowledge of solid waste management programs, services, principles, objectives, regulations and procedures
- Sound knowledge of the methods and practices used in directing, orienting and monitoring volunteers
- Ability to develop, organize, coordinate and monitor solid waste programs and contracted services
- Ability to evaluate program/event performance and make recommendations for improvements
- Ability to establish and maintain effective communication with a variety of internal/external contacts
- Ability to prepare and maintain a variety of correspondence, records, reports and data related to the work
- Ability to maintain and analyze data
- Ability to work with minimal supervision and to exercise initiative

## 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](https://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.*