

Township of Langley

Job Title:	Manager, Permits and Licences Regulatory Services
Competition Number:	26-E003
Employment Type:	Regular Full-Time
Pay Rate:	\$61.29 - \$68.95 per hour (four steps, 2024 rates), plus benefits
Hours of Work:	37.5 hours per week; Monday to Friday, 8:00am – 4:30pm
Competition Opening Date:	May 6, 2026
Competition Closing Date:	May 20, 2026

The Township of Langley is considered one of the fastest growing communities in British Columbia. While balancing our unique mix of urban growth and rural beauty, our community is committed to providing opportunities for business, housing, and recreational facilities, and services. As an employer, we offer competitive salaries, excellent benefit packages, and opportunities for continued professional development and career growth.

The Township of Langley is currently recruiting for a regular full-time **Manager, Permits and Licences Regulatory Services** to join our team of professionals in the Permits, Licences and Inspections Division. Reporting to the Director, in this exempt position you will oversee regulatory compliance related to permits and licencing services and initiatives within the Division and Township. This position plays a key role ensuring compliance with applicable bylaws, regulations and policies while effectively managing licencing processes and regulatory reviews.

Responsibilities include

- Develop, recommend, and implement bylaws, policies and procedures for the Division
- Approving Officer for Licencing and related internal/external licencing approvals as required
- Compile permits and licences files for legal review and act as a liaison with Township legal Counsel
- Draft and review bylaws, amendments, and enforcement procedures for permits, licence and inspections
- Prepare reports and correspondence, including reports for presentation to Council
- Represent the Division on various internal and external committees
- Relieve Senior staff of routine administrative details and assist on special projects as necessary
- Perform related duties as required

Qualifications

- Your education will include completion of Grade 12 supplemented by post-secondary education in regulatory enforcement, public administration, building inspection or a related field, combined with a minimum of five (5) years of experience in municipal regulatory services, permitting, licencing or bylaw administration, or an equivalent combination of education and experience
- BOABC Level 3 Qualification and Registration as a Building Official with the BOABC is desirable
- Bylaw Enforcement Level 1 and/or Level 2 certification is considered an asset

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 or 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.

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.*