

Township of Langley

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| Job Title: | Licence and Inspection Service Coordinator |
| Competition Number: | 24-U066 |
| Employment Type: | Regular Full-Time |
| Pay Rate: | \$40.74 – \$48.09 per hour (five steps, 2024 rates) plus benefits |
| Hours of Work: | Monday to Friday, 8:30am – 4:30pm (based on 35 hours per week) |
| Competition Opening Date: | April 9, 2024 |
| Competition Internal Closing Date: | April 17, 2024 |
| Competition External Closing Date: | April 17, 2024 |

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Licence and Inspection Service 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 apply your experience and knowledge to investigate and inspect various types of premises to determine compliance with relevant sections of zoning and other bylaws; coordinates related building, trades and fire inspection activities; and recommends appropriate action.

Responsibilities

- Investigates and inspects buildings, dwellings, business units and premises, trades operations and construction sites to identify bylaw violations such as illegal uses and occupancies
- Identifies hazardous or non-conforming conditions covered by building and other bylaws
- Investigates complaints from the public, other municipal departments and government agencies regarding alleged bylaw infractions and interprets and explains applicable bylaws
- Prepares reports and correspondence and maintains a variety of records related to the work
- 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. Bylaw Compliance, Enforcement and Investigative Skills Certification, Level 1 and 2, would be an asset
- Thorough knowledge of building codes, trades operations, bylaws, acts, standards, and regulations
- 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
- Ability to recognize bylaw infractions and violations, investigate complaints and enforce applicable bylaws and regulations with tact, impartiality, firmness and sound judgement
- Ability to research information, prepare correspondence and reports, and make recommendations on matters related to 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.