

# Township of Langley

Job Title:	Parks Service Assistant
Competition Number:	25-U094
Employment Type:	Regular Full-Time
Pay Rate:	\$30.70 - \$36.08 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	40 hours per week; Monday to Friday, Non-standard hours and/or non-standard work weeks
Competition Opening Date:	July 14, 2025
Competition Internal Closing Date:	July 22, 2025
Competition External Closing Date:	August 4, 2025

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Parks Service Assistant** to join our team of professionals in the Public Works Division, Parks Operations Department. Reporting to the Manager, Parks Operations, in this unionized position you will assist in receiving Township Parks facility rental requests from the public, process bookings, prepare contracts and participate in coordinating event set-up and take-down requirements.

## Responsibilities

- Prepare contracts and process facility bookings, collect payments and issue refunds for security deposits and cancellations
- Exercise considerable independence of judgment and ensure action is taken within established guidelines while more complex problems and policy matters are referred to a superior
- Organize equipment and supply inventory for the public and/or rental users related to performances, videos and lighting
- Prepare and maintain a variety of records, reports and other documents related to the work
- Establish and maintain effective working relationships with a variety of internal and external contacts
- Perform related work as required

## Qualifications

- Completion of Grade 12 including or supplemented by commercial or parks and recreation courses, plus sound related experience preferably in parks operations environment, or an equivalent combination of training and experience
- Sound knowledge of the policies, procedures, bylaws and rules governing the work
- Ability to assist with the booking and allocation of park facilities
- Ability to oversee event activities and enforce rules and regulations
- Perform associated manual work such as setting up a mobile stage
- Ability to communicate effectively orally and in writing

This position is defined by the Township of Langley as a position of trust and requires a Police Information Check (not required as part of the application process, however, will be required upon consideration for employment).

## 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.*