

JOB POSTING

MUNICIPAL INSPECTOR & BY-LAW ENFORCEMENT

The Municipality of L'Isle-aux-Allumettes, along with the Municipality of Chichester, are looking to hire a **Municipal Inspector & By-Law Enforcement Officer**.

RESPONSABILITIES

Under the authority of the Director General, the Municipal Inspector / ByLaw Officer ensures that all requirements related to municipal by-laws (construction, zoning, subdivision, nuisances and others) are followed and enforced. This Officer of the Municipality will be requested to perform the following tasks:

- Receive, treat and answer various requests from both citizens and professionals;
- Study and analyze requests for permits, certificates, or attestations and ensure their proper follow-up;
- Act as the inspector for buildings, urbanism and the environment, as described in the Municipal Code and provincial laws, as well as the local municipal By-laws in effect;
- Produce and issue permits, notices of offense and prepare statements, while representing the Municipalities;
- Complete all other tasks, as required.

REQUIREMENTS & QUALIFICATIONS

- Has completed studies in a field of land planning or urbanism; or possesses a relevant combination of training and experience;
- Experience in bylaws or other enforcement is a great asset;
- Knowledge of codes, laws and regulations in connection with the duties;
- Shows initiative, is independent, responsible and reliable; and is able to collaborate and work in a team;
- Excellent command of French and English languages, verbal and written;
- Good computer skills and knowledge of office software and other relevant software
- Holds a valid driver's license.

CONDITIONS ET WAGES

This position is part-time, 2-3 days per week, beginning ASAP.

Remuneration and other working conditions will be set based on experience and the current salary policies in effect. Other benefits offered include a pension plan and a group insurance plan.

Interested candidates should send their application to the Municipal Office by e-mail or to the address below.

Alicia Jones, Director General
75, rue Notre-Dame, L'Isle-aux-Allumettes, QC J0X 1M0
Courriel : ajones@mrcpontiac.qc.ca
Téléphone : 819-689-2266, ext 103.

We thank all interested candidates, however only those selected for an interview will be contacted.