



The Municipality of the Township of Potton is currently looking for a dynamic person to fill the position of building and environmental inspector.

REVISED POSTING – EMPLOYMENT OPPORTUNITY

Under the authority and supervision of the head of the urban planning department, the selected candidate will enforce the urban planning and environmental bylaws and any other requirements according to the laws applicable under this field of expertise.

- Enforce the urban planning regulations and various other municipal bylaws;
- Enforce the provincial regulations that apply to municipalities as well as any other requirements governed by law with regard to municipal affairs;
- Analyze permit and certificate applications for issuance or refusal;
- Inform and meet citizens;
- Conduct inspections following complaints and for closing files;
- Prepare the necessary documentation and ensure proper follow-ups for violations;
- Participate in the preparation of files submitted to the Urban Advisory Committee (CCU);
- Collaborate with any other tasks in the urban planning department.

Requirements

- DEC in land use planning, civil engineering or any studies related to municipal inspection or for any other relevant experience in the municipal field;
- A minimum of two years work experience in a similar position;
- Good working knowledge of the laws and regulations related to the position;
- Good analytical skills, sense of organization and autonomous;
- Good team player and ability to work with the public;
- Good spoken and written French;
- Bilingual (English: spoken is important, written an asset);
- Good working knowledge of computers and Windows environment (knowledge of PG management software an asset);
- Must have a valid driver's licence and access to a vehicle for travelling.

Working and salary conditions

- Full-time permanent position, 35 hours a week;
- Competitive salary and benefits (RRSP/group insurance);
- Position begins as soon as possible.

If the challenge is of interest to you, please send your curriculum vitae and any other relevant documents no later than March 22nd, 2019 at 4:30 p.m., by email to alger.c@potton.ca or to the municipal office located at 2, rue Vale Perkins, Mansonville, Qc, J0E 1X0.

Only selected candidates will be contacted.