



**The Municipality of Grosse Ile is seeking the services of a
Municipal Inspector – Public Works Technician**

1.0 POSITION

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| 1.1 Title: | Municipal Inspector – Public Works Technician |
| 1.2 Immediate Supervisor: | Director General |
| 1.3 Type of Position: | Seasonal (minimum of 20 weeks per year, 35 hours per week) |
| 1.4 Conditions: | According to the collective agreement in effect at the municipality |

2.0 DESCRIPTION

Under the authority of the Director General, the successful applicant shall carry out all duties in accordance with the Urban Planning Program.

3.0 DUTIES AND RESPONSABILITIES

- Respond to information requests regarding urban planning and development regulations
- Receive permit and certificate applications and, if needed, assist the citizen to correctly fill out the application
- Analyze the permit applications and issue the permits and/or certificates in accordance with the urban planning bylaws in effect within the territory of the municipality (zoning, subdivision, construction, minor derogations, conditional uses)
- Collaborate with the designated person(s) for requests related to a change of zoning
- Update data and statistics regarding urban planning activities, in particular: number of construction permits issued, number of renovation permits issued
- Follow-up on permit requests in collaboration with the taxation service
- Responsible for the application of other municipal bylaws (ex. Nuisances Bylaw)
- Obtain or assist in the preparation of work orders and/or estimates, as the case may be, for all necessary maintenance and repairs identified by the inspection and maintenance policies
- Assist in minor maintenance and repairs
- Carry out all other related duties as determined by the Director General

4.0 REQUIREMENTS

The ideal candidate should have or be:

- Access to a vehicle
- Excellent knowledge of the English and French languages
- Good organizational skills, ability to analyze
- Ability to work under a minimum of supervision
- Familiar with Urban Planning and relevant Quebec legislation

5.0 QUALIFICATIONS

- College diploma in Urban Planning and Development or the equivalent recognized by an educational institution or, without a diploma, pertinent work experience will be considered
- Knowledge of the Microsoft Office programs (Word, Excel, Outlook)
- Experience in community planning and development or maintenance and repairs or any other related field would be an asset

All interested persons are asked to forward their resume on or before June 28, 2022, at 11:59 p.m.

Municipality of Grosse Ile
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