

MUNICIPALITY OF LOW



EMPLOYMENT OPPORTUNITY

MUNICIPAL INSPECTOR

The municipality of Low is accepting applications for the position of Municipal Inspector.

Responsibilities:

- Plans and oversees construction work, improvements, repairs and maintenance of roads and other such infrastructure
- Conduct inventory and maintenance of municipal equipment
- Plan and oversee maintenance of municipal buildings, lands, and parks
- Plan and oversee maintenance of water mains and related infrastructure
- Receive and respond to various requests from citizens and professionals
- Ensure follow up to complaints and inquiries
- Write up infractions and represent the municipality when required
- Ensure the application and follow up of all bylaws
- Prepare documentation on changes to bylaws, minor variances, authorizations and requests to the CPTAQ
- Attend meetings as required
- In collaboration with members of council and staff, participate in the development of work plans and budgets
- Report to the Director General, the Mayor and members of council
- Responsible for supervising the public works team and ensure that they follow work place safety guidelines
- Evaluate and emit request for permits
- All related duties as specified by the Director General.

Qualifications and expertise:

- Must possess a diploma in urban planning or a combination of training and experience judged to be adequate
- Must have an excellent grasp of bylaw implementation
- Have a sound grasp of the codes, laws and regulations related to this position
- Must be autonomous, have excellent judgement, initiative, and sense of responsibility, reliable, honest and be a team player
- Must have good planning and organization skills
- Must have an excellent knowledge of French and English (written and spoken)
- Must possess a strong knowledge of Word and Excel
- Must have a valid driver's permit
- Possess your own vehicle.

Salary: to be determined according to experience

Interested persons are required to send, confidentially, a cover letter and curriculum vitae, by July 26, 2017 at 2PM to:

**The office of the Director General/Secretary Treasurer
Municipality of Low
(Municipal Inspector)
4A d'Amour Rd.
Low, QC J0X 2C0**

Only those candidates selected for interview will be contacted. The masculine is employed solely to lighten the text and is not meant to be discriminatory.