

ORGANIZATION: Municipality of Canton de Low
CATEGORY: **URBAN PLANNING AND ENVIRONMENT INSPECTOR**
POSITION TYPE: Permanent
DEADLINE FOR CONTEST: August 9, 2019

SUMMARY DESCRIPTION OF THE POST

Under the authority of the Director General, the INSPECTOR IN URBANISM AND ENVIRONMENT will be responsible for the application of the current urban regulations and all other tasks handed over by the management.

MAIN RESPONSIBILITIES

- Analyze construction, subdivision, change of use, etc. projects;
- Issuing permits or certificates when these projects comply with planning regulations and the laws related to land use planning and development;
- Ensure the application of the laws, regulations and policies in force in terms of urban planning and environment;
- Inform citizens, professionals and contractors affected by the regulations and related laws under their responsibility;
- Act as secretaries of the urban planning advisory committee (decision-making assistance, writing of minutes);
- Report to municipal councils and make recommendations on the application of planning regulations;
- Conduct inspections of the territory, follow up on complaints, issue notices of offense and, if necessary, testify in court;
- Prepare applications related to the Act respecting the protection of the territory and agricultural activities and any other law;
- Maintain license and certificate registers, see their rankings, compile statistics and present them as a report;
- Attend various planning and discussion meetings;
- Write and prepare clerical documents (activity reports, etc.);
- Perform any other duties required to assume the responsibilities related to this position or requested by the Director General.

REQUIRED QUALITIES

The incumbent must have a heightened sense of leadership, management, planning and organization. She must demonstrate an excellent capacity for autonomy. She is known for her rigor and work ethic. She also has an excellent ability to act with tact, diplomacy and discretion.

REQUIREMENTS

- Possess a Diploma of College Studies (DEC) or Bachelor's degree in a discipline related to planning or environment;
- Experience in the application of municipal regulations;
- Knowledge in urban planning and environment;
- Knowledge of the Accès-Cité System Territory of PG and JMap;
- Spoken and written languages: French with functional English.

SALARY CONDITIONS

- Entry into office: immediately
- 40 hours a week
- Competitive salary to be determined according to experience
- Group insurance
- RRSP

Interested persons must send a letter of motivation and their curriculum vitae in person, by mail or by e-mail no later than 9 August 2019 at 12 noon, to the attention of:

Mr. Pierre Gagnon, Director general

Email: direction@lowquebec.ca

Address: 4A Chemin D'Amour, Township of Low, Quebec, J0X 2C0

Only those who will be selected for an interview will be contacted.