



# **JOB OFFER**

## **MUNICIPAL INSPECTOR**

### **General summary**

- Plans, organize, lead and control the activities related to the issuance of permits and inspections;
- Reports to the Director General/Secretary-Treasurer or any other executive employee designated by the council.

### **Primary duties and responsibilities**

1. Responds to requests for laws and regulations to be enforced during construction, zoning and subdivision;
2. Issues or refuses permits and certificates under the procedures and bylaws relevant to his sector of activity;
3. Inspects buildings to verify compliance with the Building and Zoning Bylaw;
4. Advise individuals who contravene with any bylaw and prepare court files, if applicable;
5. Receives complaints covered by the nuisance bylaw, notifies those who violate the bylaw and prepares court records, if applicable;
6. Inspects septic tanks and septic fields, issues a permit where required;
7. Acts as the designated person to try to resolve disagreements;
8. Performs technical surveys and inspections of the various networks and preventative maintenance operations;
9. Seat on the Urban Planning Advisory Committee (CCU). Prepares meetings, writes the minutes and ensures the follow-ups;
10. Submit to the employer no later than January 31 of the current year the report of the SAAQ entitled, Information regarding the driving record. The employee agrees to immediately inform the employer of any change in class, cancellation or infraction that may have an impact on his ability to drive a road vehicle as part of his duties;
11. Performs, at the request of his immediate superior, any other task related to his function.

### **Qualifications**

- DEC — AEC Planning and Town Planning—Municipal Building and Environment Inspection with a minimum of two (2) years of experience or more than five (5) years of relevant experience;
- Office skills;
- Must use sound judgment in the application of the laws and regulations of the municipality and maintain good relations with citizens, colleagues and superiors and other actors;
- Valid driver's licence;
- Mandatory bilinguism;

This position is a permanent position of 14 hours (2 days/week). Salary and benefits are those provided for in the collective agreement.

Any interested candidates should send their resume by mail, fax (819) 872-3675 or by email at ([information.bury@hsfqc.ca](mailto:information.bury@hsfqc.ca)) no later than 4:00 pm on August 14, 2020.

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Only those selected for an interview will be contacted.