



## **JOB RE-POSTING – MUNICIPAL INSPECTOR**

The Municipality of Sheenboro is looking to hire a **Municipal Inspector**.

### **RESPONSABILITIES**

Under the authority of the Director General, the Municipal Inspector ensures that all requirements related to municipal by-laws (construction, zoning, subdivision, nuisances and others) are followed and enforced. This Officer of the Municipality will be requested to perform the following tasks:

- Receive, treat and answer various requests from both citizens and professionals;
- Study and analyze requests for permits, certificates, or attestations and ensure their proper follow-up;
- Act as the inspector for buildings, urbanism and the environment, as described in the municipal code and laws, as well as the local municipal By-laws in effect;
- Produce and issue notices of offense and prepare statements, while representing the Municipality;
- Complete all other tasks, as required.

### **REQUIREMENTS & QUALIFICATIONS**

- Has completed studies in a field of land planning or urbanism; or possesses a relevant combination of training and experience;
- Knowledge of codes, laws and regulations in connection with the duties;
- Shows initiative, is independent, responsible and reliable; and is able to collaborate and work in a team;
- Excellent command of French and English languages, verbal and written;
- Good knowledge of office software and other relevant software
- Holds a valid driver's license.

### **CONDITIONS ET WAGES**

This position is part-time, 10-15 hours per week, beginning ASAP with the possibility of more hours in the future. Training is available.

Remuneration and other working conditions will be set based on experience and the current salary policies in effect. Other benefits offered include a pension plan and a group insurance plan.

Interested candidates should send their application to the Municipal Office by e-mail or to the address below, on or before **April 19<sup>th</sup> at 12pm (noon)**.

Municipality of Sheenboro  
Simon Tessier, Interim Director General  
59 Chemin Sheen, Sheenboro QC J0X 2Z0  
Email : Dg.sheenboro@mrcpontiac.qc.ca  
Telephone: 819-689-5022

We thank all interested candidates; however only those selected for an interview will be contacted.