



# Municipality of Otter Lake / Municipality of Fort-Coulonge

## **JOB POSTING – MUNICIPAL INSPECTOR**

The Municipalities of Otter Lake and Fort-Coulonge are 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;
- Produce and issue notices of offense and prepare statements, while representing the Municipalities;
- 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 Microsoft office software and other relevant software
- Holds a valid driver's license.

### **CONDITIONS ET WAGES**

This position is a full-time position, 35 hours per week. The successful candidate will work in both Municipalities.

Remuneration and other working conditions will be set based on experience. 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, fax or to either of the addresses below, on or before **Friday, April 27<sup>th</sup>, 2018 at 4pm.**

#### **Municipality of Otter Lake**

Andrea Lafleur, Director General

15, Palmer Avenue, Otter Lake, QC J0X 2P0

Email : [otter-lake@mrcpontiac.qc.ca](mailto:otter-lake@mrcpontiac.qc.ca) Fax : 819-453-7311

#### **Municipality of Fort-Coulonge**

Martine Durocher, Director General

134 Principal Street, Fort-Coulonge, QC J0X 1V0

Email: [dg@fortcoulonge.qc.ca](mailto:dg@fortcoulonge.qc.ca) Fax : 819-683-3627

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