

EMPLOYMENT OPPORTUNITY
FULL-TIME PERMANENT POSITION

Building and Environment Inspector

The Municipality of Ogden, located adjacent to the United States Border and on the shores of Lake Memphremagog, in the heart of the Eastern Townships, is seeking a candidate for a full time permanent position as Building and Environment Inspector.

Responsibilities :

Reporting to the General Manager, the candidate will supervise and execute the following tasks :

- Receive, analyze and issue every permit, certificate and minor variation request related to municipal or environmental regulations that fall under the municipality's jurisdiction;
- Handle requests by citizens, taxpayers and contractors to inform them of the municipality's regulations;
- Manage complaints regarding compliance with municipal by-laws;
- Conduct inspections on the municipality's territory to ensure that all renovations are done diligently;
- Ensure that violation notices are issued when necessary;
- Prepare documents pertaining to legal actions and represent the municipality in court when necessary;
- Draw up the necessary reports and keep the municipal registries up to date;
- Participate in the development of an urban plan as well as its amendments and revisions;
- Make recommendations to the municipality's officials of the land use's strategic directions while respecting laws and by-laws;
- Participate in the municipality's territorial development while partnering with other economic development contributors (developers, MRC, etc.);
- Plan, attend and write the minutes of the Land Use Committee and the Environment Committee as secretary to said committees.

Requirements :

- College degree in Urban planning and development or related field;
- Have legal experience in the application of municipal by-laws and Quebec environmental laws;
- A valid driver's license (class 5);
- Bilingualism, English and French, both spoken and written;

- Knowledge in computer programs necessary for this position including geomatics software;
- Ability to promote a client-based approach;
- Ability to work without direct supervision, set priorities, to be discreet and tactful.

Working conditions :

- Full-time permanent position of 35 hours per week;
- Salary and benefits based on current salary scale;
- Start of employment as soon as possible.

We invite interested persons to submit their resume along with a cover letter to the following address:

Mme Vickie Comeau

Permanent position – Building and Environment Inspector

70 Ogden road

Ogden (Québec) JOB 3E3

E-mail : dg@munogden.ca

Fax : 819-876-2121

Phone : 819-876-7117

We thank you for your interest. Only selected candidates will be contacted.