



## **Building and urban planning inspector Permanent, full-time position 35 hours per week**

The Township of Havelock is seeking interested and available candidates to fill the role of building and urban planning inspector.

The Municipality of the Township of Havelock, whose village center is located at the intersection of Routes 202 and 203, is nestled in the southeast of the MRC du Haut-St-Laurent, surrounded by nature. With its generally hilly terrain, the Township of Havelock offers incomparable rural landscapes. Montée Stevenson and Covey Hill Road offer spectacular panoramic views of the St. Lawrence Valley. With a population of approximately 760 permanent residents and several seasonal workers, the Municipality strives to provide quality services that meet the needs of the community and ensure a pleasant and safe living environment. Bordered to the south by the American border, the Township of Havelock has recognized bilingual status.

### **Job Summary and Responsibilities:**

Reporting to the General Director and Clerk-Treasurer, the incumbent's primary responsibility will be to ensure the application and compliance with urban planning laws and by-laws.

### **Main Tasks in Urban Planning:**

- Master and apply the legislative and procedural framework in force in the field of urban planning and development in Quebec (e.g., Q.2, R-22, R-35.2, LPTAA, etc.);
- Inform, advise, and assist citizens, contractors, professionals, and developers in the development of their projects on matters within their jurisdiction;
- Receive and review various applications and issue the required building permits and certificates of authorization in accordance with applicable regulations;
- Prepare files for presentation to the Urban Planning Advisory Committee (minor exemptions, conditional uses, etc.);
- Receive and follow up on complaints and requests in a timely manner;
- Conduct on-site inspections and prepare detailed and comprehensive inspection reports in accordance with applicable regulations (letters and other relevant documents required as part of their duties);
- Prepare files for submission to the Municipal Court;
- Participate in various land use and urban planning matters (land use planning, by-law drafting, amendments, etc.) and make recommendations where necessary.

### **Requirements:**

- Undergraduate university degree – urban planning concentration, or college diploma in municipal inspection, planning, and urban development;
- At least one year of experience in a similar position in the municipal sector (asset);
- Membership in the Ordre des urbanistes du Québec within the last two (2) years (asset);
- Excellent French and English, both written and spoken.

**Desired Qualities:**

- Ability to collaborate closely with various stakeholders and maintain excellent interpersonal relationships;
- Good knowledge of common office tools (Office Suite) as well as geomatics applications;
- Knowledge of the Sygem permit and query system (asset);
- Ability to provide information or express ideas clearly;
- Demonstrate considerable autonomy, leadership, judgment, versatility, and teamwork;
- Attention to detail, thoroughness, and rigor;
- Demonstrate great discretion, courtesy, and civility towards citizens;
- Ability to communicate both in writing and orally;
- Hold a valid Class #5 driver's license.

**Working Conditions:**

- Salary to be discussed

**Start of Employment:** As soon as possible

All individuals interested in this position and meeting the required qualifications and requirements must send their resume and cover letter mentioning the position title.

by email to: [dg@mun-havelock.ca](mailto:dg@mun-havelock.ca)

by mail: 481 Route 203, Havelock, Quebec, J0S 2C0, to the attention of the General Director and Clerk Treasurer.

**Comments:**

\* While all applications are carefully reviewed, only those selected will be contacted.

Thank you for your interest in this position.