



June 12, 2019

JOB OPENING: Urban Planning and Inspection Division

INSPECTOR

The majority of the work consists of inspecting sites, locals and buildings to ensure their compliance with the Town's laws and ordinances governing construction, demolition, zoning, signage, fire protection, health and safety, housing, plumbing and ventilation.

In addition, the inspector may be required to perform a variety of technical work to find solutions related to occupancy on a site, and may also be required to aid from time to time in studies in a variety of matters related to urban planning.

EXAMPLES OF TASKS PERFORMED

- Carries out the technical and detailed inspection of buildings under construction or modification, from the beginning of the works until they are completed according to the permit issued.
- Inspects existing buildings, sites or locals to ensure their conformity with the Town By-laws.
- Verifies the existence of the necessary municipal permits and ensures that the work performed complies with the by-laws, laws and standards governing construction, alterations, zoning, demolition and plans, specifications and approved lines and levels at permit issuance
- Makes, if necessary, the pre-inspections relative to permit applications.
- Verifies plumbing permit requests, and can approve changes on site.
- Controls the activities carried out in the Town's territory to ensure that they comply with the By-laws and regulations; establishes the necessary changes required to ensure the conformity of existing activities.



HUMAN RESOURCES DEPARTMENT

- Determines in which case a notice of infraction must be issued; draft and sign the notices of infraction, statements of offense, etc., indicating the nature of the infraction or infractions, the measures to be taken to remedy it, the delay granted to comply and supplies any and all other relevant information and documentation; extend, if necessary, the compliance deadlines.
- Completes a file for each of his inspections, records all the information required to support the proof of non-compliance to the by-laws and regulations which he is responsible for enforcing; illustrates their notes by means of sketch, a plan, photos, etc.
- Answers, as needed, citizen inquiries at the counter and on the phone.
- Keeps an inventory of all the construction sites, premises and lots operated for parking or other commercial activities without a permit and makes the necessary arrangements; if necessary, on site arranges that the citizens fills out and signs the permit application forms.
- If necessary, issues a stop work order for construction, modification or demolition made without permit or presenting a danger to public safety.
- Visit buildings and construction sites being demolished to ensure that the work performed does not constitute a danger to neighboring buildings and does not affect the safety of the general public.
- Inspects following complaints received from other department divisions, the other municipal services and the general public and, if necessary, indicate the necessary modifications needed to correct the situation.
- When required, with the use of instrumentation and technical readings, in the cases of nuisances caused by the noise from mechanical equipment, prepares a report and requires, if necessary, indicate the necessary modifications to be brought to correct the situation.
- Inspects ventilation, plumbing, materials, appliances, supports, joints, connections, assemblies and any other items used in piping installations.
- Gives the authorization to enclose the mechanical installations after having carried out the necessary verifications.



- Verifies the condition of the plumbing systems of the plaintiffs in the cases of claims against the Town for sewer backup, damage caused by rats and other nuisances, prepares a report for the Clerk's office.
- Estimates the extent of plumbing works declared by the permit applicants of permit, recommend, if necessary, the necessary corrections to permit costs.
- Explain, upon request, to the owner or to the guilty party, the nature of offenses as well as measures to be taken to correct the situation. Verifies whether the required changes have been made and if not, recommend to the party concerned to refer the file to court proceedings.
- Takes photographs when necessary, prepares a report of his activities and provides statistical data.
- Analyzes and prepares the prosecution files for the Municipal Court, and is called to testify in court during proceedings brought by the Town or in connection with files concerning him.
- Communicates with other municipal services or agencies concerned in order to facilitate the resolution of complaints or make complaints and recommendations as needed.
- Recommends the approval of the issuance of certain permits where the premises or works are in accordance with the By-laws.
- Uses, as needed, different office automation programs and devices to perform certain job-related tasks.
- Performs all other related tasks.

EXPERIENCE

The person selected must meet the following conditions:

- CEGEP diploma in architectural technology or any appropriate sector and speciality suited;
- Two years of experience in a similar position in a relevant sector.

Knowledge of:

- regulations, by-laws and codes relating to construction, demolition, zoning, signage, fire protection, health and safety, housing, ventilation , plumbing;
- building construction materials and techniques;
- reading and interpretation of plans;
- usual methods of inspection;
- French and English, spoken and written.

Skills:

- to observe and to collect information;
- to demonstrate tact and courtesy;
- to communicate orally.

The salary is between \$26.83 and \$38.33 per hour (class J).

The working schedule is from Monday to Friday, from 8:30 am to 4:30 pm. The summer schedule is Monday to Thursday from 8:00 am to 4:30 pm and Friday from 8:00 am to 1:00 pm.

PLEASE NOTE:

Applications will be accepted until Friday, June 21, 2019 at 4:30pm.

Interested parties should send their request by e-mail to Roxane Gaudreau at humanresources@town.mount-royal.qc.ca with the competition number **2019-13**.