



**November 30<sup>th</sup>, 2020**

**JOB OPENING: permanent assignment**

**PLAN ANALYST**  
**Urban Planning and Development Division**

The work consists of verifying plans and specifications and making recommendations to the immediate superior concerning the issuing or refusal of permits following requests for construction modification, demolition, plumbing, occupancy or signs and billboards; this in accordance with the by-laws adopted by the Town of Mount Royal regarding construction, building mechanics, zoning, fire protection, health and safety

**MAIN RESPONSIBILITIES**

- Verifies and analyzes plans and specifications and the applications for construction and building mechanics permits submitted to him to ensure their conformity with municipal by-laws in force, as well as with the directives and the policies of the service in this regard;
- Identifies irregularities in the plans and suggests modifications to be made to the people concerned. Consults with his immediate superior for complex and difficult files;
- Recommends to the immediate superior the processing for evaluation purposes by the Town Planning Advisory Committee the permits requested, once they are in conformity with the various by-laws that he applies; and may refuse permit applications when the plans do not comply with the regulations he must enforce, this in accordance with the pre-established policies;
- Explains at the counter to contractors, building professionals and the public the requirements of zoning, construction, building mechanics, fire, occupancy, health and safety, sign and billboards in order to assist applicants in their permit requests;
- Communicates with various municipal services and answers telephone inquiries from the public, representatives of other divisions, etc., with respect to the application of the by-laws for zoning, construction, building mechanics, fire protection, health and safety, signs and billboards;
- Proposes the sequence of the projects for the Planning Advisory Committee meetings, presents the individual projects and can be asked to take notes to help in the preparation of the minutes of the meeting. Informs the clients of the results of the meeting and the next steps;

- Meets with various clients such as: contractors, engineers, architects, promoters, etc., to discuss the application of the various municipal by-laws related to his field;
- Verifies calculations of work costs to determine the cost of permits. May ask for revised costs if needed;
- Attends and participates in committees and various meetings to discuss the update of the by-laws which he must apply or discuss the interpretation and the application of the by-laws and the codes related to his field of activity;
- Analyzes reports from the building inspectors of construction work and occupancies which describe buildings or various systems related to the buildings; occasionally, conducts checks both in terms of occupation and construction in order to collect certain additional information necessary for a better understanding of the file;
- Uses, as needed, different office automation programs and devices to perform certain job-related tasks;
- Drafts various reports and correspondence according to his fields of activity;
- Testifies before various administrative tribunals within the framework of his duties.

## REQUIREMENTS

- CEGEP diploma within the appropriate sector and specialty;
- Two years of experience in a similar position in a relevant sector;
- Knowledge of regulations, by-laws and codes concerning construction;
- Knowledge of building mechanics;
- Knowledge of zoning;
- Knowledge of occupancy;
- Knowledge of signs and billboards;
- Knowledge of commercial health and safety;
- Knowledge of fire prevention;
- Knowledge of spoken and written French and English.

## REQUIRED SKILLS

- Ability to work under pressure;
- Skills to demonstrate tact and courtesy;
- Ability to express himself easily and correctly;
- Ability to complete clear and concise reports;
- Ability to read plans;
- Autonomy



## CONDITIONS AND ADVANTAGES

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others, the following:

- A warm working atmosphere;
- The salary is between \$28.53 and \$40.75 per hour;
- Collective insurances;
- A defined benefit pension plan;
- On-the-job development;
- Other benefits.

Applications will be accepted until Friday, December 4<sup>th</sup>, 2020.

Interested candidates should send their resume to Roxane Gaudreau, Human Resources Consultant, by email at [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca). mentioning the competition number **2020-24**.

The Town is committed to an equal employment opportunity program for women, visible minorities, ethnic minorities, Aboriginal people and persons with disabilities.



### Human Resources

90 Roosevelt Avenue  
Town of Mount Royal (Quebec) H3R 1Z5  
Phone: 514 734-2980 Fax: 514 734-3082  
[humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca)

