

**May 6, 2024**

**JOB OPENING: Temporary assignment  
(replacement of a maternity leave with the possibility of extension)**

**TECHNICAL AGENT IN URBAN PLANNING  
Urban Planning and Development Division**

The work consists of carrying out various works of a technical nature with a view to designing, developing and promoting solutions to urban planning problems.

**EXAMPLES OF TASKS PERFORMED**

Identifies urban planning needs and formulates appropriate recommendations in terms of physical, technical, functional, aesthetic, economic and social aspects.

Identifies the alternatives to be advocated to solve urban planning problems; illustrates the advantages and disadvantages of each solution.

Participates in information meetings and proposes ways and means to meet the urban planning objectives established or to be established for the various sectors of the Town.

Collects basic data from various sources (laws, regulations, records, cadastre, assessment roll, statistics, manuals, general documentation, resource persons, etc.), analyses them, orders them, performs calculations.

Carries out impact studies of private and public sector urban planning projects and proposals to inform the municipal authorities; suggests, if necessary, conditions or modifications to be made to these projects to promote their physical and social integration into the existing and planned urban fabric.

Formulates urban planning proposals in the form of plans, maps, texts, models, draft by-laws, etc. for the information of municipal authorities and other municipal services, for the creation or modification of municipal by-laws, or for other actions to be considered.

Study, for the benefit of municipal authorities or for committees and working groups, the recommendations and suggestions from other municipal departments.

Carries out the study of development standards with a view to ensuring the coherence of private and public interventions in urban planning;

Plans the technical means to be implemented in terms of graphic and visual representation likely to help the understanding of the recommendations to the authorities, municipal services and the general public.

Draws up technical reports, including recommendations, with a view to pursuing the objectives resulting from the studies mentioned, particularly concerning the historical and architectural heritage, the opening and closing of public highways and lanes, the creation of parks, housing, commerce, industries and equipment, the purchase, sale and expropriation of designated immovables, cadastral modifications, reserves, encroachments on public property, etc.

Analysis of various factors affecting zoning such as the relationship between the land use of a sector and neighboring sectors, natural trends towards particular uses, the influence of resulting social development, the frequency or quality of particular zoning requests, the impact of municipal by-laws applied in similar sectors, etc.

Helps in the development of draft zoning by-laws that take into account, among other things, the degree of aging of buildings in relation to the municipal assessment, the value of buildings in relation to the proposed zoning.

Studies draft modifications to the *cadastre* in accordance with zoning as well as urban development projects in order to insert in the regulations in force provisions allowing their implementation.

Coordinates and supervises the activities of employees and ensures that the work accomplished meets the objectives.

Assigns tasks; selects work methods and procedures and sees to their application; ensures that deadlines are met; sees to the training of his/her personnel and advises them in complex litigation.

Monitors the behavior of the employees for whom he/she is responsible, informs them of any deviation and, if necessary, refers them to his/her superior.

Generally, participates with the professional he/she is responsible for assisting in the various planning, design, development, control and monitoring of projects and represents him/her when necessary.

Performs other incidental duties such as drawing up information and proposals, inspecting sites, taking surveys and photographs, preparing drafts, sketches, photomontages from positive or negative film, models, graphics, preparing and editing images for conferences, seminars, etc.

## REQUIREMENTS

The successful candidate will meet the following conditions:

- Hold a specialized college diploma (DEC), in urban and regional planning or any appropriate diploma;
- Possess two (2) years of experience in a job that provides familiarity with the field of employment;
- Bilingual (French and English\*);
- Good knowledge of the Microsoft office suite;
- Good knowledge of municipal and provincial by-laws and the act respecting land use planning and development;
- Skills to observe and to collect information;
- Skills to demonstrate tact and courtesy;
- Skills to communicate well both written and orally.

*\*Knowledge of English is a requirement due to potential interactions with the Town's citizens.*

## CONDITIONS AND BENEFITS

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

- A salary range between \$36.05 and \$47.13 per hour;
- A stable schedule of 35 hours per week from Monday to Friday;
- Vacation, floating holidays and sick leave;
- Insurance;
- On-the-job training.

Applications will be accepted until **Monday, May 20, 16:30**. Candidates should be available to start as soon as possible.

Interested candidates have to send their curriculum vitae to Sandra Grenier by email [humanresources@town.mount-royal.qc.ca](mailto:humanresources@town.mount-royal.qc.ca), mentioning the competition number **2024-22**.



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