

Municipality of Alleyn and Cawood
Public Notice
Job Opportunity
Closing date: June 12, 2024



Job Description Municipal Inspector:

The Municipality of Alleyn and Cawood is seeking to fill the position of Municipal Inspector for a period of 6 weeks with the possibility of extension.

Responsibilities

- Answer questions about municipal and provincial by-laws from residents by phone or email
- Issuance of permits using PG Accès Territoire
- Follow up on current permits in order to close files
- Issue civic numbers
- Site visits

Requirements:

- Experience in the municipal field as a municipal inspector
- Optimistic, energetic and engaging personality
- Strong communication, interpersonal and leadership skills
- Bilingualism is an asset

The salary for the position will be based on the candidate's experience
WORK WEEK: 32 hours per week for 6 weeks with the possibility of extension.

Please send the application letter and resume to:

Municipality of Alleyn & Cawood
Attention: Director General
Isabelle Cardinal
10 Jondee Road,
Danford Lake, Quebec
J0X 1P0

or

dg@alleyn-cawood.ca

APPLICATION DEADLINE WILL BE FRIDAY, JUNE 12, 2024 AT 3:00 PM