



OFFER OF EMPLOYMENT

The Town of Barkmere is hiring an: **Assistant to the municipal inspector**

Offer # 2022-002 | Full-time seasonal position

Brief description:

Under the supervision of the municipal inspector, the assistant to the municipal inspector will perform various tasks related to the application of municipal regulations, and certain provincial regulations whose application is the responsibility of the municipality.

Main responsibilities:

- Inform citizens about the various municipal by-laws;
- Monitor permit applications: examine the site of interest before issuance of permits, taking photos, visit reports;
- Follow-up on the execution of work following the issuance of permits, taking photos, report of findings;
- Visit residences to perform smoke detector verifications, keeping records in this regard;
- Patrol on Barklake using the Town's boat, verifying construction activities, the existence and posting of permits, and verification of property numbers;
- Educate residents and visitors concerning municipal regulations;
- Participate in work meetings concerning the territory of Barkmere in connection with municipal regulations;
- Perform verifications following requests or complaints, drafting of reports following investigations and verifications;
- Verification of boats, identification stickers, compliance with standards relating to the circulation of boats on the lake;
- Verification of shoreline vegetation control activities, taking measurements, laying markers;
- Perform all similar and related tasks, as directed by the superior.

Required profile

- Hold a high school diploma
- Student in development and urban planning techniques
- Have the protection of the environment at heart
- Be available to work variable hours
- Have good manual skills and good physical capacity
- Demonstrate loyalty and confidentiality



- Have interpersonal skills and a good sense of teamwork

Working conditions

- Full-time seasonal position (summer 2022).
- 32 hours/week.

How to apply for this position?

Interested persons are invited to send their resume BY EMAIL no later than **March 25, 2022 @ 4 p.m.**, to:

Jessica Miller, Executive Assistant

Email: communications@barkmere.ca

We thank you for your interest. Only selected candidates will be contacted.