



Town of Montreal West
Urban planning services
Fixed term contract

CALL FOR TENDER URBAN PLANNING SERVICES FIXED TERM SERVICE CONTRACT

MANDATE DESCRIPTION:

Under the supervision of the *Urban Planning Manager and Building Inspector*, the service provider carries out various tasks which include studying and verifying the compliance of new permit applications in urban planning, as well as the examination of the plans accompanying these applications. The service provider is also responsible for inspecting various construction works.

RESPONSIBILITIES:

1. Assist the *Urban Planning Manager and Building Inspector* in the tasks related to the issuance of permits and inspections including the preparation of reports and various notices.
2. Review plans, certificates of location and any other documents that accompany the permit applications for new constructions or renovations and report any missing items.
3. Prepare monthly reports, conduct research and establish infraction and acquired rights files arising from urban planning regulations.
4. Conduct on-site inspections and verify compliance with urban planning regulations.
5. Work on special projects in collaboration with other municipal services.
6. Perform any other related tasks.

REQUIREMENTS:

- University degree program in urban planning or land-use development, either in progress (at least 45 credits) or completed.
- Bilingual (English / French) required;
- Previous work experience within a municipality is an asset.

CONTRACT:

1. 750 hours to be completed between the beginning of May and the end of September 2019 inclusively;
2. \$ 19 / hour, upon presentation of invoice.
3. Fixed term: the contract ends on September 30, 2019.

Anyone wishing to submit an offer of services must send it to the attention of Mr. Vlad Florea-Archir by email at the following address: vflorearchir@montreal-west.ca no later than Friday, April 12, 2019, at 12:00. The tender must be accompanied by a description of the candidate's experience, curriculum vitae and a cover letter.

References will be requested.