

Mid-West Planning District

JOB POSTING (OPEN COMPETITION)

POSITION: The Mid-West Planning District is accepting applications for the full-time position of a Development Officer/ Building Inspector to commence in March of 2019.

DEPARTMENT:

The Mid-West Planning District is a progressive planning district who provides service to the Rural Municipality of Ellice-Archie, Hamiota Municipality, Rural Municipality of Oakview and the Prairie View Municipality. The Main Office is located in Miniota Manitoba. The successful candidate will join a professional, high functioning planning district.

SUMMARY OF RESPONSIBILITIES:

- The Development Officer will be responsible for the daily operation of the planning district.
- This position requires interaction with the general public by providing building code, planning/zoning application information to the general public and administration of the associated by-laws of the member municipalities of the planning district. Training, as required, will be provided by the Mid-West Planning District.

QUALIFICATIONS THAT WOULD BE AN ASSET:

- Excellent interpersonal skills,
- knowledge of the construction codes
- Must have sufficient computer and keyboarding skills.
- Must have basic office skills.
- Experience in a planning district environment would be an asset.
- Valid driver's license along with a licensed vehicle is required.
- Must have a Grade 12, G.E.D. or Mature High School Diploma.

SALARY: The applicant is required to state the expected salary.

DEADLINE FOR APPLICATIONS:

Interested candidates should submit a cover letter and detailed resume, including three references, marked Development Officer Position no later than 4:00 P.M. January 31 2019.

Wayne J. Poppel,
Secretary Treasurer
P.O. Box 96, Miniota, MB R0M 1M0
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A full job description may be obtained from the
Mid-West Planning District.

Thank you to all who apply, however, only those candidates selected for interviews will be contacted.