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EMSB



EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

COORDINATOR

General Circular No. M-19

Place of Work: Material Resources Department
Classification: 7
Salary Rate: \$84 101 to \$112 133
Start Date: Determined by the Board
Immediate Superior: Assistant Director

Nature of the Work

Reporting directly to the Assistant Director - Operations and Environmental Health and safety, the Coordinator Energy, Environment, Health & Safety (EEHS) plans, manages, monitors, and optimizes EMSB’s energy consumption. The incumbent is responsible for deploying effective, efficient and compliant operational processes and practices to control and optimize energy usage and for maintaining a secure and sustainable working physical environment for all stakeholders of the EMSB. By deploying effective and efficient operational processes and practices, the Coordinator EEHS ensures that the EMSB’s buildings, indoor and outdoor spaces are compliant with safety and environmental regulations.

Key Responsibilities:

- Develop and deploy programs, processes and procedures related to the Environment (air quality, soil, water), health & safety (safety code, building security, etc.) to guarantee regulatory compliance and meet stakeholder needs and expectations.
- Verify and enforce environmental, health, safety and security regulations, policies and standards (safety code, soil, water, air quality, security, etc.) developed by the Assistant Director – Operations and EHS.
- Oversee and monitor performance of mechanical systems (HVAC, etc.) as they relate to energy management for the school board.
- Develop a 5-year energy management strategy (including air quality management) with the support of the Assistant director of Operations & EHS.
- Define and update the energy policy by identifying major energy costs, reviewing purchasing strategies, assessing operation practices, creating energy cost centres.
- Lead the development and updating of policies, systems, standards and procedures relating to energy management and ensure their implementation and escalate issues to upper management when necessary.
- Ensure energy management rules and policies are respected in the Material Resources department’s processes and activities.
- Monitor and optimize energy demand and consumption management.
- Develop and deploy effective, efficient and compliant energy management processes, procedures and practices to control and optimize energy usage.
- Review and update procedures based on issues and needs, recommend updates to policies based on versus the latest safety code and requirements.
- Perform systematic quality management on EHS according to the EMSB’s infrastructure management framework.
- Inspect, monitor and keep track of the performance and condition of physical environments, including universal accessibility, to comply with the Directives of the MEES concerning EHS
- Report on EHS compliance to required stakeholders and escalating issues to Assistant Director EHS & Operations when necessary
- Recommend corrective actions arising from the H&S audit and see that they are implemented in a timely manner
- Participate as needed in the procurement process and negotiation towards securing of goods and services pertaining to health and safety measures to ensure EHS compliance (ex: inspections, lead water testing, etc.)
- Identify energy management touchpoints within key MR processes (e.g., EHSS inspection and compliance management, EHSS operations management, infrastructure project management, etc.) and participate in those processes accordingly.
- Plan, analyze and forecast energy consumption needs as they evolve over time.
- Identify needs for repairs and potential investments that would yield energy savings and, prioritize based on cost-benefit analysis.
- Monitor energy management infrastructure and plan for preventative maintenance of the systems and equipment as needed.
- Produce technical documents and reports relating to energy consumption and energy management for the school board.
- Participate in the development and implementation of an energy management and systems upgrade plan.
- Prepares, coordinates and facilitates EHS committee.
- Participates in Project planning and scoping and intervene at critical project milestones to advise on process compliance with rules, norms, regulations and laws regarding environment health and safety.
- Act as an IT pilot for Helios
- Participate in the appropriation and usage of the functionalities of the GIEES (*Gestion des infrastructures de l’Éducation et de l’Enseignement supérieur*) tool as to integrate into the current practices and operations of the department
- Participate, on a rotational basis, in the duty roster (watch and guard of buildings) for weekends, evenings and holidays.
- Any other related tasks

Team Management

- Direct supervision (hiring, performance management, training, oversight of responsibilities) of the following position: Building technician

Requirements and Qualifications

- Bachelor’s degree in an appropriate field of study attesting to a university study program lasting three (3) years , degree in engineering, building technology, business administration, health & safety or a similar field.
- 5 years of professional experience in relevant fields, including 2 or more years of energy management and 1 year in a Health & Safety role or related experience.
- Experience and knowledge of the EMSB and public sector school building network is a strong asset for this strategic position
- Ability to lead and encourage strategic and analytical thinking in colleagues.
- Ability to drive compliance and effectiveness and compliance.
- In-depth knowledge of Health and safety standards, best practices and environmental regulations.
- Ability to provide detailed reports and develop safety procedures.
- Demonstrated knowledge of energy management and HVAC systems.
- Knowledge of energy and maintenance regulations and best practices.
- Knowledge of energy management tools (e.g. Helios).
- Knowledge of quality control practices and processes.
- Proficiency in MS Office suite - Excel, MS Project, PowerPoint, and Teams.
- Energy audits experience an asset.
- Strong commitment to operational effectiveness and focus on process efficiency & optimization, and continuous improvement.
- Strong attention to detail, and organizational skills.
- Fluency in English and French (oral and written).

To view job description as outlined in the classification plan [click here](#)
Interested candidates should send their letter of interest and curriculum vitae to jobs@emsb.qc.ca
to the attention of Ms. Ann Watson, Director of the Human Resources Department,

by June 27, 2025 by 4:00 p.m.

Please refer to the circular number in your letter of application.

Only candidates chosen for an interview will be contacted by the English Montreal School Board.
Tests may be administered in order to assess candidates' skills.



The masculine gender was used in this posting to facilitate the reading.

The English Montreal School Board has implemented an Equal Access Employment Program in accordance with the Act respecting equal access to employment in public bodies and encourages applications from women, members of visible and ethnic minorities, aboriginal and handicapped peoples.