

EMPLOYMENT OPPORTUNITY



ASSISTANT DIRECTOR TEMPORARY REPLACEMENT INFRASTRUCTURE AND ASSET MANAGEMENT General Circular No. M- 14

Place of Work:	Material Resources
Classification:	9
Salary Rate:	\$106 427 to \$141 898
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

In keeping with the mandate defined by the Director General and under the authority of the Director of Material Resources, the position of Assistant Director of Material Resources-Infrastructure and Asset Management, entails building, maintaining and managing the state of the EMSB's physical assets in compliance with the Cadre de gestion des infrastructures scolaires (CGIS) and by deploying recognized project management methods to deliver capital infrastructure projects.

The position includes, in particular, the following responsibilities:

- Develop the infrastructure and asset management strategy
- Plan and forecast long-term asset requirements and share / validate with the CGIS committee
- Develop and maintain investment portfolio as per CGIS
- Review and approve investment plan as per CGIS (Chairs the CGIS planning committee)
- Develop, deploy, and enforce a project management process in order to achieve the project management objectives: schedule, budget, impact on operations, quality, safety and security, and customer satisfaction
- Assign projects to project managers and enforce 6 PM objectives (Chairs the Project coordination table)
- Develop, in partnership with the Assistant Director Operations and Environment, Health & Safety policies concerning infrastructure asset management, in line with the CGIS and other regulatory requirements, and ensure their operational implementation
- Ensure that a compliant and effective process is developed, deployed, and enforced for infrastructure inspection, that respects the regulatory framework and best practices, and ensure follow-up on the process outcomes as required
- Maintain high-level external and internal technological watch with respect to all asset management systems (MAXIMO, etc.)
- Participate in developing the contractor strategy (internalization / externalization) and supervise its implementation in areas under his supervision
- Direct supervision of the following positions: Coordinators, Project managers, Project controller, and Manager – Inspection and asset management
- Participates in Council of Commissioners, Executive Committee, Leadership Team meetings and strategic planning
- Chairs CGIS planning committee and project coordination table

Requirements and Qualifications

- Undergraduate degree in a relevant field of study preferably in engineering, architecture, or a similar field certifying a minimum three-year university program, or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Six years of relevant experience
- Professional experience in relevant fields, including 3-5 years of team management and project management preferred
- Excellent understanding of capital budgeting and investment management
- Excellent understanding and proficiency in capital project management
- Excellent understanding of regulatory requirements and best practices for infrastructure capital projects (*Cadre de gestion des infrastructures scolaires*)
- Excellent understanding of regulatory requirements and best practices for infrastructure
- Knowledge of repairs and maintenance best practices
- Strong commitment to operational effectiveness
- Strong focus on process efficiency & optimization
- Fluency in English and French (oral and written)
- Excellent communication and interpersonal skills

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 Friday, February 13, 2026 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.