

# EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal  
English Montreal School Board



WE ARE RECRUITING

## PROJECT MANAGER

General Circular No. M-15

<b>Place of Work:</b>	Material Resources Department
<b>Classification:</b>	5
<b>Salary Rate:</b>	\$81 516 to \$108 684
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Assistant Director

### Nature of the Work

The position of Project Manager entails responsibility for the management, coordination and quality control and of the technical and administrative activities for the operation of one or more material resources projects of the school board. The project Manager is responsible for managing standard and minor projects of the EMSB and attaining the project management objectives of the School Board regarding construction projects. Following the practices outlined in the Material Resources project management guide, the incumbent must operate in compliance with laws, codes, norms, rules, standards and regulations governing the School Board.

The position includes, in particular, the following responsibilities:

- Manage execution of a portfolio of standard or minor projects (> \$100,000), as outlined in the MR project management guide by deploying the EMSB's 6 project management objectives (schedule, budget, impact on operations, quality, safety and security, and customer satisfaction, as per the Project Management Guide), coordinating project team and using recognized project management methods (PMP) to deliver projects and respecting project timelines.
- Manage execution of large and complex construction projects, maintenance, customer driven projects, and investigations using standardized processes and technologies.
- Manage project quality and compliance with the law on contracts for public bodies and its two regulations on construction and service contracts as well as the law promoting the supervision of contracts of public bodies and establishing the Autorité des marchés publics (AMP). Carry out administrative tasks related to project including compliance reports, closing and archiving of projects (Maximo) to support reporting & accountability.
- Coordinate between the various internal and external stakeholders of an infrastructure project.
- Coordinate, manage and evaluate the performance of a team of external professionals composed of several members and ensure the follow-up of projects the candidate is responsible for, by respecting EMSB standards.
- Maintain alignment with all project stakeholders in terms of planning and implementation.
- Identify, avoid and mitigate the impacts of projects on school operations, both in terms of education and related operations such as: administration, janitorial services, room rentals, parking, student transportation, snow removal and any other possible activity.
- Award contracts to service providers based on the call for tender process.
- Update project data in the asset maintenance (Maximo) in accordance with requirements and the project roadmap.
- Supervise and evaluate the Professional and Support team under the incumbent's authority.

The incumbent will participate, on a rotation basis, in the duty roster (watch and guard of buildings) for weekends, evenings and holidays.

### Requirements and Qualifications

- Diploma of Collegial Studies (DEC) in a relevant field (business management, engineering, or a similar field preferred) AND six (6) years of relevant experience or Secondary V diploma in a relevant field of study or valid certificate of qualification for the practice of a trade relevant to the position AND ten (10) years of relevant experience.
- Undergraduate degree in a relevant field of study, preferably in Engineering or Architecture, 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, is considered an asset
- Four years of experience in relevant fields, including one year of project management experience
- Recognized professional designation (i.e., Ordre des ingénieurs du Québec or Ordre des architectes du Québec), an asset
- Project Management Professional (PMP) certification, an asset
- Experience managing large, complex infrastructure projects and significant project budgets (2M+), an asset
- Project management experience working on major public infrastructures, an asset
- Knowledge of MAXIMO, an asset
- Proficiency in MS Office Suite – Excel, MS Project, PowerPoint, Teams
- Strong focus on process efficiency & optimization, and continuous improvement
- Fluency in English and French (oral and written)
- Have access to a car in order to be able to displace quickly and be present in several different schools or centres in a given day

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](mailto:jobs@emsb.qc.ca)  
to the attention of Ms. Ann Watson, Director of the Human Resources Department,

**by Friday February 13 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.



Commission scolaire English-Montréal  
English Montreal School Board

