EMPLOYMENT OPPORTUNITY

Commission scolaire English-Montréal
English Montreal School Board

TEMPORARY REPLACEMENT: REPAIR OFFICER

General Circular No. M-19

Place of Work:	Material Resources Department
Classification:	5
Salary Rate:	$81 516 to $108 684
Start Date:	Determined by the Board
Immediate Superior:	Coordinator- Repair & Maintenance

Nature of the Work

The Repair officer is responsible for the deployment of technical, and manual activities related to the repair and maintenance of the school board's material resources. This role includes the supervision of trade work in the execution of daily maintenance, both preventative and corrective, of all facilities and systems to support availability and function.

In general, this position includes the following responsibilities:

- Ensure the protection and availability of equipment and buildings on premises, for work to be executed;
- Participate in monitoring and maintaining equipment and infrastructure to ensure proper functioning of various systems (HVAC, Building Envelope, Fire safety, Communications);
- Participate in the maintenance management process and help identify dependencies and interactions with the investment and maintenance plan;
- Support and inform the R&M Coordinator in forecasting repairs and maintenance needs, timeline and human resource loads and external suppliers;
- Create and execute work orders when needed including receiving the work order and equipment;
- Supervise work performed by Trades and external contractor in the repair and maintenance of physical equipment and building infrastructure of the school board;
- Perform rigorous quality control to ensure compliance and stakeholder satisfaction (inspection and validation of completed work orders);
- Prepare purchase requests related to work orders;
- Participate as needed in preparing calls for tenders with procurement department;
- Close work orders and update records in the system (GRDS, Maximo) when engagements are completed;
- Support and participate in repair and maintenance planning, prioritization and assignment as needed by the Repair & Maintenance Coordinator;
- Ensure the functional supervision (task assignment, oversight of work) of the Trades employees (Repair & Maintenance);
- 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 AND six (6) years of relevant experience or a valid certificate of qualification for the practice of a trade relevant to the position AND eight (8) years of relevant experience.
- Vocational studies in Building technology, Building systems engineering or a similar field, an asset
- Three years of relevant experience, including 1 or more years of repair and maintenance experience
- Ability to work in a customer-centric, service-oriented culture
- In-depth knowledge of repairs and maintenance regulations and best practices
- Knowledge of quality control practices and processes
- Knowledge of work order processes and systems (GRDS, Maximo), an asset
- Knowledge of environmental, health and safety regulations and best practices
- Strong commitment to operational effectiveness
- Fluency in English and French (oral and written)
- Excellent communication and interpersonal skills
- Have access to a vehicle 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
to the attention of Ms. Ann Watson, Director of the Human Resources Department,
by Friday, March 20, 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