



COORDINATOR-PROJECT PLANNING & CONTROL

General Circular No. M-2

Place of Work:	Material Resources Department
Classification:	7
Salary Rate:	\$94 026 to \$125 366
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director

Nature of the Work

Reporting directly to the Assistant Director of Infrastructure and Asset Management, the Project Planning and Control Coordinator oversees all planning and scoping activities for infrastructure projects and is responsible for determining objectives and priorities in accordance with the investment plan governed by the CGIS and the annual expense target. The incumbent is also in charge to work in close collaboration with Project managers and the Project management coordinator to monitor and ensure compliance with budgeting, scheduling and coordination targets and requirements. The incumbent is to monitor dashboards and Maximo to track key project metrics and ensure that projects are meeting requirements and constraints.

Key Responsibilities

- Prioritize and forecast overall project portfolio as determined by the CGIS (Cadre de gestion des infrastructures scolaires) and CGIS planning committee, prepare maintain up to date the investment plan and the yearly call for projects
 - In accordance with EMSB's 6 project management objectives: schedule, budget, impact on operations, quality, safety & security, customer satisfaction, as per the Project Management Guide
 - Establishing robust project definitions, clear project scope, cost estimates and performance indicators
 - Assessing the needs and functional requirements of all stakeholders from the start of projects
- Define pre-project analyses required for all projects carried out by Project managers (Problem analysis, Stakeholder analysis, Needs assessment, etc.)
- Support the project management coordinator as required, including to:
 - Anticipate project risks to help mitigate potential problems
 - Assist, supervise, revise and approve project plans developed by Project Managers, as needed
 - Support, coach and train project managers, particularly regarding project planning
 - Take on Project management role, when needed
- Maintain and monitor project dashboards of key project metric (KPIs) and provide feedback to the PM coordinator on 6 PM objectives, timelines, budgets, etc.
- Track, analyze and identify any plan deviations against the project schedule and scope
- Monitor the project management platform (Maximo) and recommend corrective action to meet project objectives, including managing budget transfers
- Supervise PO creation and approbation process, project closing, archiving and maintaining up to date project repositories
- Produce or review reports to present at the Project Coordination Table on project planning and execution (expenses targets, risks, issues, needs)
- Respect the delegation of authority and/or responsibilities
- Support and collaborate with the Inspection and Asset Manager
- Manage or directly supervise every phase of high priority and high-risk projects
- Participate in the Officer on Duty Rotation

Team Management

- Functional supervision of Project Managers: oversee and support development of the project plans, approve project plans, on the job support & coaching mostly but not limited to the planning phase of the projects

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, or a similar field
- 5 years of professional experience in relevant fields, including 4 or more years of project management experience
- Fluency in English and French (oral and written)

Technical Competencies

- Expertise with project management methods (PMP) and tools (ex. MS Project)
- Expertise in project planning and scoping
- Knowledge of regulatory requirements and best practices for infrastructure capital projects (Cadre de gestion des infrastructures scolaires)
- Knowledge of Infrastructure management tools an asset (SIMACS, Maximo)
- Strong analytical skills
- Proficiency in MS Office suite - Excel, MS Project, PowerPoint, Teams
- Project Management Professional (PMP) certification an asset
- Strong commitment to operational effectiveness
- Strong focus on process efficiency & optimization, and continuous improvement
- Experience in public sector an asset

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 Tuesday, October 21, 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.

