

PLEASE POST

The **Eastern Townships School Board**
is seeking candidates for the following administrative position

SUPERINTENDENT OF MAINTENANCE SERVICES **-One regular position** **-One supernumerary position (1 to 2 year contract)**

The position of superintendent of maintenance services entails responsibility for the management of the technical, administrative and manual activities required for the operation of one or more material resource programs of the school board.

The position includes, in particular, the performance of management duties pertaining to the activities required for the upkeep, preventive and corrective maintenance of the facilities of the school board, the smooth operation of various systems, availability of materials, calls for tenders and contract follow-up, protection of movables and immovables, energy management as well as the use of premises, space and equipment.

The position consists in providing, within the incumbent's field of competence, advice and expertise to the administrators of the school board so as to promote the optimal management of material resources.

In general, this position includes the following responsibilities:

- Participate, upon request, in the consultative process for developing the objectives and strategies of the school board dealing with material resources, particularly in the incumbent's sector of activity and, where applicable, collaborate with other staff members in determining the annual action plan.
- Participate in developing and updating policies, systems, standards and procedures related to his or her sector of activity and ensure that they are applied.
- Inspect the material and physical facilities of the school board.
- Ensure the execution of preventive and corrective maintenance work and upkeep operations.
- Ensure the smooth operation of all the systems relating to the functioning, maintenance and protection of the facilities of the school board.
- Prepare, upon request, the technical documents required for construction, conversion and renovation project planning.
- Collaborate with other staff members in preparing calls for tenders as regards to maintenance and in selecting suppliers of services.
- Collaborate in drafting, negotiating and following up service contracts.
- Supervise, upon request, the execution of work and monitor the budget.
- Ensure that an inventory and verification system for equipment maintenance is developed, implemented and updated.
- Ensure the availability of all the materials required for the upkeep of the facilities of the school board.
- Assume the responsibilities assigned to him or her as regards to energy management.
- Participate, upon request, in defining the rules and procedures concerning purchases, supplies and inventory control.
- Participate, upon request, in developing policies dealing with the conversion and use of premises, space and equipment.
- Collaborate with other staff members, upon request, in creating material resources management tools adapted to the needs of the institutions and other administrative units.
- Assist, if necessary, the administrators of the institutions and administrative units of the school board.
- Support, as required, the administrators of the school board by providing them with pertinent information.

Management of human, financial, material and information resources of his or her sector of activity

- Supervise and evaluate the staff under his or her responsibility.
- Assess the training needs of the staff under his or her responsibility.
- Participate in preparing the budget for his or her sector of activity and monitor it, upon request.
- Ensure the availability, functioning and proper use of equipment and materials.
- Participate in developing and updating systems to optimize services to departments, schools and centres.
- Ensure, in his or her sector of activity, the review and rationalization of administrative practices.
- Represent, upon request, the school board or the administrative unit in matters related to his or her sector of activity.
- Assume any other responsibility compatible with his or her function that may be assigned to him or her by the immediate superior.

Qualifications

- Diploma of college studies in a relevant field of study and six years of relevant experience or;
- Valid certificate of qualification for the practice of a trade relevant to the position and 8 years relevant experience;
- Bilingual (both written and spoken);
- Experience in managing renovation, conversion and construction projects;
- Proficient in the use of MS Office (Word, Excel and Outlook) and good overall computer skills;
- Ability to manage a budget, follow and control costs;
- Excellent organization and communication skills;
- Valid driver's licence and access to own vehicle

Place of Work

ETSB Board Office – Magog

Remuneration

In accordance with the provisions of the “Regulation Respecting the Conditions of Employment of Management Staff of School Boards” adopted by the Order of the Minister of Education (class 3).

Start date: January 1, 2019

Applications with curriculum vitae should be forwarded by 14h00 by January 11, 2019

hr@etsb.qc.ca

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We appreciate your interest. Only selected candidates will be contacted.

The Eastern Townships School Board is an equal opportunity employer