

The Eastern Townships School Board  
invites applications for the position of

**SUPERINTENDANT OF MATERIAL RESOURCES**  
**(Investment projects)**  
**Magog**

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

The position includes, in particular, the performance of management duties pertaining to investment projects as well as the activities required for the execution of work, plans and specifications, budget estimates, calls for tenders, contract follow-up, protection of movables and immovables, energy management and 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 their application.
- Participate in developing and updating a preventive and corrective maintenance plan.
- Prepare technical documents related to construction, conversion and renovation projects.
- Supervise the drawing up of plans and specifications as well as budget estimates.
- Collaborate with other staff members in preparing calls for tenders.
- Participate in selecting professionals and suppliers to carry out construction and renovation work.
- Collaborate with other staff members in drafting, negotiating and following up service contracts.
- Supervise, upon request, the execution of work and monitor the budget.
- Ensure that the master plan for immovables is updated and that activities related to the periodic evaluation of immovables are carried out.
- Assume the responsibilities assigned to him or her as regards the protection of movables and immovables.
- Assume the responsibilities assigned to him or her as regards energy management.
- Ensure compliance with the regulations applicable to his or her milieu.
- Participate in defining rules and procedures concerning purchases, supplies and inventory control.
- Participate 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**

- Participate in preparing the staffing plan.
- Participate in selecting staff.
- 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 information resources.

- 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**

- College diploma in a relevant field and six years of experience or:
- Certificate of qualification valid for the exercise of a trade relevant to the position and 8 year of relevant experience;
- Experience in the process and regulation of public calls for tenders
- Functional in both language (English and French)
- Experience in the management of renovations, conversion and construction projects;
- Experience in *SEAO (Système électronique d'appel d'offres)* and *GIEES (Gestion des infrastructures de l'éducation et de l'enseignement supérieur)*;
- Proficiency in the use of MS Office (Word, Excel and Outlook);
- Ability to manage a budget, monitor and control costs;
- Excellent organizational and communicational skills;
- Valid driver's license and access to a vehicle.

## **REMUNERATION**

In accordance with the provisions of the Regulation respecting the conditions of employment of school board officials adopted by the Order of the Ministry of Education, (class 3).

**START DATE:** As soon as possible

Candidates should send their application along with a curriculum vitae before October 21, 2021 to:

[hr@etsb.qc.ca](mailto:hr@etsb.qc.ca)

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*Equal opportunity to all*