



**COMMISSION SCOLAIRE WESTERN QUÉBEC  
WESTERN QUÉBEC SCHOOL BOARD  
SUPERINTENDENT OF MAINTENANCE SERVICES  
Project Manager – Material Resources  
Temporary Position – 1 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 resources 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 maintenance and in selecting suppliers of services;
- Collaborate in drafting, negotiating and following up service contracts;
- 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 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:**

- 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.

**Minimum Required Qualifications:**

- Diploma of college studies in a relevant field of study;
- Six years of relevant experience.

or

- Valid certificate of qualification for the practice of a trade relevant to the position;
- Eight years of relevant experience.

**Other Requirement :**

Must be bilingual (un test de langue sera administré lors de l'entrevue).

**Working Conditions:**

Working conditions and salary determined by R.R.C.E.M. (Regulation Respecting Condition of Employment of Management Staff).

**Start date:**

August 27, 2018

**APPLICATIONS MUST BE SENT TO: [jobs\\_emplois@wqsb.qc.ca](mailto:jobs_emplois@wqsb.qc.ca)  
(Cover Letter, Resume, scan of Diplomas and Transcripts)**

**by 1:00 p.m., July 20, 2018**

**Subject: (C2018-07-001a) Superintendent Maintenance - WQSB**

**Att.: Terry Kharyati, Director of Human Resources**

**Only those candidates chosen for interviews will be contacted.**