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EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

PROJECT MANAGEMENT COORDINATOR

General Circular No. M-21

Place of Work:	Material Resources Department
Classification:	6
Salary Rate:	\$78,015.00 to \$104,017.00
Start Date:	Determined by the Board
Immediate Superior:	Director

Nature of the Work

The position of Project Management Coordinator entails responsibility for the management, coordination, quality control and continuing improvement of the technical and administrative activities for the operation of one or more material resources projects of the school board.

The incumbent manages the school board's major projects of a more complex and critical nature. He is also called upon to ensure the project management guide is updated and is applied by the project management team in collaboration with the Project Controller and the Assistant Director of Infrastructure. He must supervise and guide the Junior Project Managers in terms of risk management and the scope of projects while promoting-learning by emulation.

The Project Management Coordinator is responsible for achieving the six objectives of the school board, including respecting the budget and schedule, achieving the required quality, ensuring the safety of occupants and property, meeting customer satisfaction and avoiding negative impacts on operations, in terms of carrying out capital projects, in accordance with laws, codes, standards and regulations as well as directives governing the school board. The incumbent is also responsible for the development, monitoring and application of project management tools, in particular the MS Project plan, management roadmap, checklist and timeline to ensure all six goals are met.

The position includes, in particular, the following responsibilities: take part in developing documentation for authorization and reporting purposes; oversee the implementation and validation of construction process norms, project change orders and payments; organize, assign and assess the work of employees, general contractors, on-site superintendents and other professionals as well provide on-site management and supervision of projects. The candidate must ensure that information relating to tenders and contracts is prepared and published on SEAO such as: opening results, awarding of contracts, change orders and final descriptions of construction and professional services contracts in accordance with the regulations on service and construction contracts and the *Act to facilitate oversight of public bodies' contracts and to establish the Autorité des marchés financiers*. In addition, the Project Management Coordinator must ensure that his project data is updated in the asset maintenance software (Maximo) according to the frequency prescribed in the roadmap and may also serve, if necessary, on the project coordination committee.

The incumbent will participate, on a rotation basis, in duty roster (watch and guard of buildings) for weekends, evenings and holidays.

Requirements and Qualifications

- Undergraduate degree in a relevant field of study, preferably in Engineering or Architecture, certifying a minimum three-year university program or hold a senior executive or senior staff position in a school board for which an undergraduate degree is required under the minimum qualifications
- Recognized professional designation (i.e., Ordre des ingénieurs du Québec or Ordre des architectes du Québec), an asset
- Project Management Professional (PMP) member of the Project Management Institute (PMI), an asset
- Five to seven years of relevant experience, preferably in project management
- Project management experience working on major public infrastructures, an asset
- Fluency in English and French (oral and written)
- Ability to foster collaboration among team members
- Knowledge of related laws, regulations, decrees, directives and norms
- Ability to communicate effectively, quickly develop relationships and maintain a high level of customer service
- Have access to a car 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 June 2 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.

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.