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EMSB



EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal
English Montreal School Board

MANAGER-PROJECT/ENERGY

(TEMPORARY POSITION)

General Circular No. M-27

Place of Work:	Material Resources Department
Classification:	4
Status:	Special Project until June 30, 2025
Salary Rate:	\$66,616.00 to \$88,819.00
Start Date:	Determined by the Board
Immediate Superior:	Assistant Director- Operations and Environmental Health and Safety

Nature of the Work

The Manager-Project/Energy plans, manages, monitors and optimizes the EMSB's energy consumption. They are responsible for deploying effective, efficient and compliant operational processes and practices to control and optimize energy usage.

In general, this position includes the following responsibilities:

- Oversee and monitor performance of mechanical systems (HVAC, etc.) as they relate to energy management for the school board
- Develop a 5-year energy management strategy (including for air quality management) with the support of the Assistant Director of Operations and EHS
- Define and update the energy policy by identifying major energy costs, reviewing purchasing strategies, assessing operation practices, creating energy cost centres
- Lead the development and updating of policies, systems, standards and procedures relating to energy management and ensure their implementation and escalate issues to upper management when necessary
- Ensure energy management rules and policies are respected in the Material Resources department's processes and activities
- Monitor and optimize energy demand and consumption management
- Develop and deploy effective, efficient and compliant energy management processes, procedures and practices to control and optimize energy usage
- Identify energy management touchpoints within key MR processes (e.g. EHSS inspection and compliance management, EHSS operations management, infrastructure project management, etc.) and participate in those processes accordingly
- Plan, analyze and forecast energy consumption needs as they evolve over time
- Identify needs for repairs and potential investments that would yield energy savings and prioritise based on cost-benefit analysis
- Monitor energy management infrastructure and plan for preventative maintenance of the systems and equipment as needed
- Produce technical documents and reports relating to energy consumption and energy management for the school board
- Participate in the development and implementation of an energy management and systems upgrade plan
- Participate and prepare relevant documentation for the EHS committee
- Act as an IT pilot for Helios

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 Building technology, 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
- Five to seven years of relevant experience, including 2 or more years of energy management or related experience
- Goal oriented and performance driven leadership
- Strong commitment to operational effectiveness
- Strong focus on process efficiency & optimization, and continuous improvement
- Ability to work within a culture of efficiency, effectiveness and compliance
- Ability to lead and encourage strategic and analytical thinking in colleagues
- Demonstrated knowledge of energy management and HVAC systems
- Knowledge of energy and maintenance regulations and best practices
- Knowledge of energy management tools (e.g. Helios)
- Knowledge of quality control practices and processes
- Energy audit experience, an asset
- Fluency in English and French (oral and written)
- Proficiency in MS Office suite- Excel, MS Project, PowerPoint, Teams
- Have access to a vehicle 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 Monday June 19 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 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.