



## MANAGER- ENVIRONMENT, HEALTH & SAFETY

General Circular No. M-23

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<b>Place of Work:</b>	Material Resources Department
<b>Classification:</b>	5
<b>Salary Rate:</b>	\$72,911.00 to \$97,212.00
<b>Start Date:</b>	Determined by the Board
<b>Immediate Superior:</b>	Assistant Director- Operations, Environment, Health & Safety

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### Nature of the Work

Reporting directly to the Assistant Director of Environmental Health and Safety, the Manager- Health and Safety is responsible for maintaining a secure and sustainable physical working environment for all stakeholders of the EMSB. By deploying effective and efficient operational processes and practices, the Health and Safety Manager ensures that the EMSB's buildings, indoor and outdoor spaces are compliant with safety, environmental, and structural regulations.

The position includes, in particular, the following responsibilities:

- Deploying programs and activities related to Environment (air quality, soil and water), health and safety (safety code, security, etc.)
- Deploying effective processes for environment, health and safety management, to guaranteeing regulatory compliance and meeting stakeholder needs and expectations
- Verifying and enforcing environmental, health, safety and security regulations, policies and standards (safety code, soil, water, air quality, security, etc.) developed by the Assistant Director- Operations and EHS
- Developing and monitoring the application of policies and procedures relating to EHS, updating procedures based on issues and needs, recommending updates to policies
- Inspecting, monitoring and keeping track of performance and condition of physical assets and environment
- Recommending corrective actions arising from the H&S audit and ensuring that they are implemented in a timely manner
- Performing systematic quality management on EHS according to the EMSB's infrastructure management framework
- Reporting on EHSS compliance to required stakeholders and escalating issues to the Assistant Director of EHS when necessary
- Reviewing and updating the universal accessibility plan to comply with the directives of the MEQ
- Reviewing and assessing the EMSB's existing regulatory inspection versus the latest safety code and requirements
- Participating as needed in the procurement process towards securing of goods and services pertaining to health and safety measures
- Calling for tender for inspections and testing as needed (ex: lead water test)
- Preparing, coordinating and facilitating EHS committee
- Participating in Project planning, scoping and intervening at critical project milestones to advise on process compliance with rules, norms, regulations and laws regarding health and safety
- Participating as needed in the Tender preparation and negotiation process to ensure EHS compliance

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

### Requirements and Qualifications

- Diploma of Collegial Studies (DEC) in a relevant field AND six (6) years of relevant experience or Secondary V diploma in a relevant field of study or valid certificate of qualification for the practice of a trade relevant to the position AND ten (10) years of relevant experience.
- Undergraduate degree in a relevant field of study, 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, is considered an asset
- Degree in health and safety, or a similar field
- Five years of relevant experience with a minimum of 1 year in a health and safety role
- Fluency in English and French (oral and written)
- Ability to work within a culture of efficiency, effectiveness and compliance
- Ability to work in a customer-centric, service-oriented culture
- Knowledge of environmental, health and safety regulations and best practices
- Knowledge of quality control practices and processes
- Ability to provide detailed reports and develop safety procedures
- Strong attention to detail, organized and structured
- Strong focus on process efficiency and optimization, and continuous improvement

To view job description as outlined in the classification plan [click here](#)

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Interested candidates should send their letter of interest and curriculum vitae to [jobs@emsb.qc.ca](mailto:jobs@emsb.qc.ca) to the attention of Ms. Ann Watson, Director of the Human Resources Department,

**by Thursday May 16 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.

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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.