

Celebrating  
**DIVERSITY**  
and  
**INCLUSIVITY**  
at the  
**EMSB**



# EMPLOYMENT OPPORTUNITY



Commission scolaire English-Montréal  
English Montreal School Board

## MANAGER - BUILDING INFORMATION AND RENTALS (REPLACEMENT)

General Circular No. M-20

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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

The position of Manager entails responsibility for monitoring, managing and providing access to all information regarding building operations and capacity, including management of rentals and real estate of the school board.

The position includes, in particular, the following responsibilities:

- Manage daily and ongoing operations related to rentals, real estate and parking
- Manage the EMSB's building rentals, permits and leases, and ensures application of all its policies and respect of regulations governing rentals
- Manage (organize, monitor, manage access, manage inputs) all documentation and archives related to buildings: capacity, BICS, inventory plans, certificate of location, room plans, permits and leases including clauses, costing and any special conditions or arrangements as well as submitting recommendations related to their costs
- Develop and ensure compliant deployment of the rental management process and see to its continuous improvement
- Identify, deploy and seek for potential improvement opportunities regarding technological / software solutions for rental management, currently "Reservations", and act as IT Pilot for this software
- Maintain various databases and budgets in addition to insurance policies with Procurement Services for Surplus Properties
  - Review and update the BICS database for building surface areas according to MEQ requirements
  - Manage and optimize the accommodation capacity relating to all buildings of the EMSB
  - Review and update continuously the calculation of the accommodation of all buildings as per MEQ requirements
- Manage R&M for Surplus buildings (storage facilities, gyms, etc.), submit work orders in GRDS and assign them to Trades
- Monitor application of policies and procedures relating to rentals, real estate and parking, update procedures based on issues and needs, recommend updates to policies
- Collaborate with various stakeholders to develop and implement a "marketing" policy to optimize usage of surplus buildings
- Answer questions or provide adequate access to stakeholders with regards to any required building information
- Participate in the demand and consumption management process, providing the energy manager with relevant building operations information, and providing guidance towards understanding building demand and optimizing consumption
- Participate in the Long-Range Planning Committee meetings with different stakeholders
- Supervise and evaluate the Office Agent under the incumbent's responsibility

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
- Three years of relevant experience
- Fluency in English and French (oral and written)
- Knowledge of technical aspects of payroll systems, an asset
- Knowledge of building information management methods and tools
- Knowledge of rentals, real estate and parking processes and tools
- Ability to work within a culture of efficiency, effectiveness and compliance
- Demonstrated attention to detail and information structure
- Ability to communicate effectively, quickly develop relationships and maintain a high level of customer service
- 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](#)  
or visit their website <http://cpn.gouv.qc.ca/en/cpnca/management-staff/>

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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 Wednesday May 1 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.