



The Eastern Shores School Board is seeking applications from interested candidates for the following position: **MATERIAL RESOURCES CONSULTANT (2157)**

The Eastern Shores School Board is an anglophone School Board that geographically covers the largest territory within the province of Quebec covering regions from Fermont to the North to the Magdalen Islands in the Southeast, its administrative territory also includes the entire Gaspé Peninsula as well as the cities of Baie-Comeau, Sept-Îles and Port-Cartier along the Eastern North Shore.

Working at the Eastern Shores School Board means being part of an exceptional team. It also means enjoying a friendly, positive atmosphere every day, where all staff members share a single goal: the educational success of all.

POSTING #	ESSB-P26-03
WORKPLACE	According to the successful candidate (Gaspé or New Carlisle)
STATUS	Permanent regular position
WORKLOAD	35 hours per week, Monday to Friday
ANNUAL SALARY	Varies between \$57 492 and \$105 469 according to relevant experience and the current professional collective agreement
IMMEDIATE SUPERIOR	Superintendent of Material Resources
START DATE	August 24 2026
DATE OF POSTING	July 13 2026
DEADLINE FOR APPLICATIONS	August 7 2026 - 4pm

NATURE OF THE WORK

The position of material resources consultant encompasses, in particular, project management, more specifically in construction, conservation and layout, including analysis, planning, design, evaluation, implementation, delivery, control, advisory, development and research duties related to movable and immovable property (buildings, land and facilities) of the school board, especially in the sectors of planning and programming, energy management, space management, safety and emergency measures, and sustainable development.

DESCRIPTION

At the Eastern Shores School Board, the primary responsibilities will include, but are not limited to:

- Planning and organizing activities required for the preparation of maintenance contracts for school board buildings;
- Monitoring contract progress by ensuring compliance with budgets, schedules, program requirements, service quality standards, and occupant safety;

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- Maintaining effective communication among all stakeholders (school administrators, external professionals, colleagues, etc.);
- Conducting research on applicable laws, regulations, and standards related to the contracts being developed;
- Reviewing existing specifications, tender documents, and contract schedules;
- Planning site visits to various facilities;
- Planning and prioritizing work carried out under on-demand service contracts;
- Participating in the monitoring of contract records and summary tracking tables, as well as following up on work orders;
- Assisting in the assessment of corrective work to be planned following the receipt of inspection and maintenance reports;
- Conducting post-contract evaluations to identify opportunities for improvement;
- Providing occasional support to team technicians in their day-to-day duties;
- Participating in the coordination between the Capital Projects and Maintenance & Operations sectors;
- Leading various maintenance and operations projects.

REQUIRED KNOWLEDGE AND SKILLS

- Strong teamwork abilities and the capacity to work effectively in a multidisciplinary environment;
- Strong analytical, critical thinking, and decision-making skills;
- Demonstrated autonomy, collaborative mindset, and solid knowledge of the field;
- Good knowledge of and proficiency with the Microsoft Office Suite;
- Ability to manage multiple stakeholders and projects simultaneously.

QUALIFICATIONS AND REQUIREMENT

- Bachelor's degree in a relevant field of specialization, particularly in Architecture or Engineering;
- Relevant experience in project management (experience in the education sector would be considered an asset);
- ASP Construction certification card (Health and Safety on Construction Sites) would be considered an asset;
- Valid driver's license without restrictions and access to a vehicle;
- Knowledge of laws and regulations applicable to the public sector would be considered an asset.

COMPENSATION AND WORKING CONDITIONS

- Annual salary ranging from \$57,492 to \$105,469, based on experience and in accordance with the current collective agreement for professional staff;
- Status: Permanent, full-time position;
- Pension plan;
- Group insurance plan;
- Competitive employee benefits (sick leave, personal leave, etc.);
- Telemedicine services;
- Employee and Family Assistance Program (EAP);
- Twenty (20) days of annual vacation, prorated based on time worked;
- Two (2) weeks of leave during the holiday season.

Interested candidates are invited to submit a cover letter, CV, and copies of their diplomas, clearly indicating the reference number, no later than **4:00 p.m. on August 7, 2026**.

Human Resources Department
By email: job.opportunity@essb.qc.ca

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Eastern Shores School Board is committed to equal access to employment and encourages applications from women, indigenous peoples, visible minorities, ethnic minorities, and persons with disabilities.