COMMISSION SCOLAIRE
Eastern Shores
SCHOOL BOARD

JOB OFFER

SUPERINTENDENT
MATERIAL RESOURCES

100% Full-time permanent position
Posting Number: **M26-27-04**
Immediate supervisor: Assistant Director of Material Resources

	Date of Posting: October 27 2026 **Deadline application: November 10 2026 at 4 pm.**
	According to successful candidate (Gaspe Peninsula)
	Monday – Friday
	Management position Annual salary: In accordance with the rate established for Superintendent of Material Resources (classification 04): between **$76,339 and $101,783** (according to relevant experience)
	Start date: November 23 2026

NATURE OF THE WORK

The position of **Superintendent of Material Resources Services** involves carrying out management functions related to the technical, administrative, and manual activities required for the implementation of all programs associated with Material Resources Services.

Under the supervision of the Assistant Director of Material Resources, the position primarily involves exercising managerial responsibility for activities related to carrying out various project-related activities in accordance with established priorities and prescribed deadlines; the preparation of plans and specifications; budget estimates; custodial services; preventive and corrective maintenance; updating inventory systems (GIEES); energy management; the procurement of goods and services via the Centre d'acquisitions gouvernementales (CAG); and the receiving, handling.

MISSION:

AT ESSB, WE CULTIVATE INCLUSIVE LEARNING COMMUNITIES FROM SHORE TO SHORE.

VISION:

OUR LEARNERS ARE EQUIPPED WITH THE LANGUAGES AND SKILLS TO THRIVE IN OUR MULTICULTURAL COMMUNITIES AND BEYOND.



INTERESTED CANDIDATES SHOULD FORWARD THEIR CURRICULUM VITAE, TRANSCRIPTS AND DIPLOMAS, INDICATING IN SUBJECT THE POSTING NUMBER TO JOB.OPPORTUNITY@ESSB.QC.CA.

EASTERN SHORES SCHOOL BOARD IS COMMITTED TO EQUAL ACCESS TO EMPLOYMENT AND ENCOURAGES APPLICATIONS FROM WOMEN, ABORIGINAL PEOPLES, VISIBLE MINORITIES, ETHNIC MINORITIES AND PERSONS WITH DISABILITIES. ESSB WILL ONLY CONTACT THE CANDIDATES SELECTED FOR INTERVIEWS.

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CHARACTERISTIC FUNCTIONS

The position of Superintendent of Material Resources includes, but not only, the following responsibilities:

- Participate, upon request, in the consultative process aimed at developing the School Board's directions and strategies with respect to Material Resources and Procurement Services and, where applicable, collaborate in the preparation of the annual action plan.
- Participate in the development and updating of policies, regulations, systems, standards, and procedures related to the acquisition of goods and services; ensure their implementation and proper operation.
- Ensure the development, implementation, and updating of methods and procedures for the receiving, handling, classification, storage, shipping, distribution, and transportation of goods.
- Supervise and coordinate the work of personnel under their responsibility, including support staff.
- Coordinate all procurement activities, ensuring compliance with established policies and procedures.
- Ensure the development, implementation, and updating of purchasing management and inventory control methods and procedures.
- Develop, or collaborate in the development of, a preventive and corrective maintenance plan.
- Conduct inspections of the School Board's physical facilities and equipment.
- Ensure the proper execution of maintenance and construction projects.
- Participate, upon request, in the consultative process for developing the School Board's orientations and strategies regarding Material Resources and Procurement Services and, where applicable, collaborate in the development of the annual action plan.
- Ensure the development, implementation, and updating of methods and procedures for the receiving, handling, classification, storage, shipping, distribution, and transportation of goods.
- Ensure the development, implementation, and updating of purchasing management and inventory control methods and procedures.
- Develop, or collaborate in the development of, a preventive and corrective maintenance plan.
- Conduct inspections of the School Board's facilities and physical assets.
- Ensure the proper completion of maintenance and construction projects.

REQUIRED SKILLS AND COMPERENCIES

- Efficient and autonomous;
- Influential leadership;
- Excellent planning and organizational skills;
- Strong communication skills in both English and French;
- Strong collaboration and teamwork skills;
- Ability to manage priorities and stress.

REQUIRED QUALIFICATIONS

- Diploma of College Studies in an appropriate field of study;
- Relevant experience (minimum 5 years);

OR

- High School Diploma or a valid trade qualification certificate in a field related to the position;
- Ten (10) years of relevant experience.

Asset:

- Experience in personnel management would be considered an asset

REMUNERATION & BENEFITS

Salary is determined according to the *Conditions de travail du personnel d'encadrement des commissions scolaires* with the rate established for Superintendent of Material Resources: Annual salary varies between **$76,339 and $101,783**, according to relevant experience.

Eastern Shores School Board offers competitive benefits, such as:

- Telemedicine;
- Employee Assistance Program;
- Support;
- Pension benefits;
- Professional development;
- Health and Safety Promotion and Prevention Programs.

DEADLINE FOR APPLICATION:

Interested candidates must submit their application, no later than **November 10 2026 at 4 pm**, including all required documents, to: job.opportunity@essb.qc.ca

Please be advised that ESSB will only contact candidates selected for an interview.

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