

MATERIAL RESOURCES ADVISOR (CONSTRUCTION PROJECT)

Champlain Regional College is seeking the services of a **MATERIAL RESOURCES ADVISOR (CONSTRUCTION PROJECT MANAGER)** for a full-time, regular position. This position is located at 1301 Portland Blvd, Sherbrooke (Quebec).

FUNCTIONS

Under the authority of the Assistant Director of Material Resources, the incumbent will participate in the planning and execution of various construction, expansion, layout, or renovation projects of our buildings. More specifically, they will manage projects related to construction, conservation, and layout, including tasks such as analysis, planning, design, evaluation, development, execution, control, consulting, development, and research related to the College's furniture and real estate assets (buildings, land, and facilities), particularly in the areas of planning and programming, energy management, space management, safety, and sustainable development.

MAIN RESPONSIBILITIES

- Responsible for executing construction, renovation, and asset maintenance projects;
- Organizes and coordinates all activities related to project execution, such as identifying and refining needs, defining concepts, preparing plans and specifications with professionals, calls for tenders, and work supervision;
- Ensures work quality, occupant safety, and compliance with schedules, budgets, and programs;
- Assists in budget, schedule, and contract monitoring with professionals and contractors;
- Supports the material resources staff and facility managers in building maintenance work;
- Conducts on-site measurements and checks of existing layouts and performs necessary surveys;
- Reviews plans and specifications, tender documents, and choices of materials, colors, and accessories;
- Participates in kickoff meetings, site visits, construction meetings, and commissioning;
- Conducts periodic site visits and participates in the approval and monitoring of changes;
- Maintains communication with external professional firms and contractors regarding required archive drawings, stage drawings, as-built drawings, and other relevant documentation;
- Coordinates activities of professionals, subcontractors, and contractors, including communication with all stakeholders;
- Evaluates and manages human, contractual, and material resources required for project execution;
- Classifies drawings, correspondence, and project and building archive documents (both paper and digital);
- Ensures compliance with applicable laws, standards, and regulations;
- Performs any other related tasks.

REQUIRED SKILLS

The **MATERIAL RESOURCES ADVISOR (CONSTRUCTION PROJECT MANAGER)** must demonstrate:

- A solid understanding of provincial and municipal building laws and regulations;
- Project management skills;
- Strong communication and interpersonal skills;
- Good organizational and innovative abilities;
- Ability to work in a team and understand complex environments.

REQUIRED QUALIFICATIONS

- Bachelor's degree in a relevant field (architecture, engineering, or other deemed appropriate);
- Minimum of 9 years of experience in their discipline, including five (5) years in construction project management;
- A combination of technical diploma and experience may be considered equivalent;
- Membership in a professional order is an asset;
- Degree or certification in project management (PMP, certificate, master's, etc.) or equivalent experience;
- Knowledge of specialized software (AutoCAD, Revit, MS Project, Office Suite, etc.);
- Bilingualism required.

SALARY

According to the collective agreement, the salary scale ranges from \$56,086 to \$102,894.

HOW TO APPLY

Please submit your resume and cover letter to the following address: selectioncommittee@crcmail.net

Note: Candidates will be required to undergo selection tests. Only those selected for an interview will be contacted. Champlain Regional College recruits based on merit and is strongly committed to equity, diversity, and inclusion within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous peoples, persons with disabilities, ethnic minorities, and individuals of minority sexual orientations and gender identities, as well as all qualified candidates with the skills and knowledge to engage productively with diverse communities. Candidates are invited to self-identify as members of a group targeted by the Act respecting equal access to employment in public bodies.

START DATE: As soon as possible

POSTING DATE: Thursday, November 27, 2025

CLOSING DATE: Thursday, December 11, 2025