

Job Posting 22-006

Project Manager | Civil Engineer - Ottawa

Overview

Jp2g Consultants Inc. is an employee owned, multi-disciplinary consulting firm providing a comprehensive range of planning, engineering, environmental, and project management services.

From our three offices located in Ottawa, Pembroke and Arnprior, we work with municipalities, architects, private developers, school boards, First Nations, federal organizations, and post-secondary institutions throughout Eastern Ontario.

Jp2g is committed to encouraging employee growth, maintaining client satisfaction, and enhancing our communities.

Our growing Ottawa office currently requires a **Project Manager | Civil Engineer**. We are looking for someone with 5+ years of professional experience who is:

- ✓ Seeking an opportunity to grow their career
- ✓ Highly motivated and hard-working
- ✓ Eager to increase responsibilities

As a member of our team, you will be responsible for engineering project management, administration, design, and business development related to a variety of civil engineering work, including:

- ❖ City of Ottawa integrated design projects
- ❖ Sanitary and storm sewers
- ❖ Water supply and distribution
- ❖ Site grading and drainage
- ❖ Subdivisions
- ❖ Roads

Role and Responsibilities

*The role and responsibilities for the **Project Manager | Civil Engineer** include, but are not limited to, the following. Employees may perform other related duties as negotiated to meet Jp2g's ongoing needs.*

Technical Skills

- ❖ Work under the direction of the Manager of Civil Engineering
- ❖ Identify critical design issues and provide technical soundness and reliability
- ❖ Lead civil engineering projects from proposal through completion including:
 - ◆ Conducting site investigation/review
 - ◆ Preparing engineering reports
 - ◆ Determining design criteria
 - ◆ Developing preliminary and detailed engineering plans
 - ◆ Preparing technical specifications and cost estimates
 - ◆ Providing calculations and technical assessments
 - ◆ Managing contract administration during construction

Job Information

Job ID: 22-006

Location: Ottawa, Ontario

Experience (years): 5+

Status: Permanent, full-time

Industry: Civil Engineering

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 22-006 – Project Manager
| Civil Engineer

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

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Teamwork

- ❖ Attend client meetings
- ❖ Attend coordination meetings with design team
- ❖ Ensure proper coordination of documents with other design disciplines
- ❖ Provide marked-up sketches to CAD operator or update CAD drawings as required; back-check drawings for quality control
- ❖ Train and assist junior staff as required
- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently

Minimum Qualifications

- ❖ Bachelor's Degree in Civil Engineering
- ❖ 5+ years of experience in consulting or construction industry
- ❖ Licensed Professional Engineer (P.Eng.) in the province of Ontario (PEO) with 5+ years of experience in municipal engineering Eligible to seek security clearances
- ❖ Valid driver's license
- ❖ ISO 9001:2015 Fundamental training (provided by Jp2g)

Qualifications

- ❖ Strong ability to work independently and in a complex environment, dealing with multiple projects and clients
- ❖ Ability to work in a complex and fast-paced team environment
- ❖ Sound communications skills (oral and written) as demonstrated through client and staff relations
- ❖ Strong sense of initiative and ability to prioritize tasks
- ❖ Sound English language skills (oral and written)
- ❖ Demonstrated experience working with other consultants and contractors, and coordination of significant projects
- ❖ Excellent problem-solving and decision-making skills
- ❖ Working knowledge of MS Office (Word, Excel, PowerPoint, etc.)
- ❖ Familiarity with AutoCAD, City of Ottawa/MTO, and NMS specifications
- ❖ Reliable vehicle access is required

Compensation and Benefits

- ❖ Friday afternoons off year-round (36 hour/week)
- ❖ Group RSP planning opportunities
- ❖ Professional development and advancement opportunities
- ❖ Competitive compensation and benefits package
- ❖ Future shareholder opportunities

Proof of vaccination will be required to accommodate client-specific requirements.

Jp2g is committed to fair and accessible employment practices. We will accommodate people with disabilities during the recruitment and assessment processes, and when people are hired. We will develop and put in place a process for developing individual accommodation plans and return-to-work policies for employees that have been absent due to a disability.

Offers of employment for safety-sensitive positions involving fieldwork are contingent upon candidates being able to perform key physical tasks of the job as described in the job posting and interview. This may include the ability to work in

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a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits).