

Job Posting 25-009

Intermediate Civil Technologist – Ottawa, Arnprior, Pembroke

Overview

Jp2g Consultants Inc. is an employee-owned multi-disciplinary consulting firm providing a comprehensive range of planning, engineering, environmental, and project management services to the public and private sectors, from offices located in Eastern Ontario. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our growing **Eastern Ontario Offices** require an **Intermediate Civil Technologist**. The ideal candidate is diligent, hardworking, and team oriented.

As a member of our professional team, you will be responsible for a variety of assignments for the Civil Engineering Department with an emphasis on federal, municipal, and institutional clients.

Role and Responsibilities

These roles and responsibilities are not intended to be all inclusive. Employees may perform other related duties as negotiated to meet the ongoing needs of Jp2g.

Technical Skills

- ❖ Work under direct supervision of Department Manager, Team Lead or Designate
- ❖ Complete tasks assigned by Department Manager as required to assist in the completion of projects
- ❖ Assist in researching new systems, resources, and working practices to increase efficiency, productivity, and overall profitability
- ❖ Complete topographic surveys as required
- ❖ Assist in preparation of engineering studies, stormwater management reports, and conceptual designs
- ❖ Assist in design for underground services (storm and sanitary sewers, watermain and culverts) including calculations and drawing production
- ❖ Assist in the design for lot grading, parking lot, road reconstruction/rehabilitation projects including production of drawings
- ❖ Provide marked-up sketches to be updated in CAD by others; including back-check drawings once completed
- ❖ Preparing CAD drawings from sketches, mark-ups, and/or design instructions
- ❖ Develop details, sections and layouts
- ❖ Upon completion, verify calculations and CAD drawings against sketches to ensure accuracy of work
- ❖ Support Engineer during design and coordinate with other disciplines
- ❖ Assist in the preparation of technical specifications, contract documents and cost estimates
- ❖ Identify critical design issues and provide technical soundness and reliability
- ❖ Assist in shop drawing reviews
- ❖ Undertake the site review of civil construction projects including preparation of Field Observation Reports
- ❖ Observe and review contractor's work for general conformity to contract documents, specification and generally accepted construction practices
- ❖ Prepare CAD version of construction as-builts drawings
- ❖ Establish maintain, and communicate priorities when working on multiple assignments

Job Information

Job ID: 25-009

Primary Location: Ottawa, Ontario

Experience (years): 5+

Status: Permanent, full-time

Industry: Engineering

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 25-009 – Intermediate Civil Technologist – Eastern Ontario

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

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- ❖ Assist in the monitoring of changes, quality, schedule and cost adherence
- ❖ Self-review deliverables for conformance to requirements
- ❖ Coordinate with subconsultants as required, for specialized services
- ❖ Assist in the preparation of proposals, including methodology, budget preparation and schedules
- ❖ Assist in maintaining positive client relationship
- ❖ Adhere to Jp2g's AutoCAD standards in preparing CAD drawings from sketches, mark-ups, and/or design instructions
- ❖ Adhere to Jp2g's QMS Policies and Procedures
- ❖ Assist in researching new systems, resources, and working practices to increase efficiency, productivity and overall profitability
- ❖ Maintain familiarity with current techniques, codes and standards; sustain and improve technical skills
- ❖ Follow Jp2g required safety standards and guidelines
- ❖ Follow Client required safety standards and guidelines

Teamwork

- ❖ Work with a team of project managers, engineers, technologists and technicians
- ❖ Attend co-ordination meetings with department/project team
- ❖ Ensure proper coordination of documents with the other design disciplines
- ❖ Coordinate with industry, other disciplines and clients
- ❖ Build and maintain positive relationships with colleagues, other consultants, and key stakeholders to ensure projects run smoothly and to resolve concerns promptly and efficiently
- ❖ Sharing expertise with colleagues and other offices
- ❖ Train and assist junior staff
- ❖ Act as a mentor to other team members
- ❖ Provide technical expertise to other team members

Workload Management

- ❖ Manage project tasks within assigned time, budget & schedule constraints
- ❖ Complete projects independently when required

Minimum Qualifications

- ❖ 5 Years of professional experience
- ❖ Diploma in Civil Engineering technology
- ❖ Eligible for certification with OACETT
- ❖ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada
- ❖ Valid Driver's license
- ❖ ISO 9001:2015 Fundamental training (provided by Jp2g)

Qualifications

- ❖ Knowledgeable in the design of underground servicing, grading and roadways
- ❖ Knowledge of civil design guidelines/specifications such as OPSD, OPSS, NMS, MECP, & O. Reg. legislation
- ❖ Strong ability to work in a complex and fast-paced team environment, dealing with multiple projects and clients
- ❖ Sound communication skills (oral and written)
- ❖ Strong sense of initiative and ability to prioritize tasks
- ❖ Demonstrated experience working with other staff members, clients, other consultants and contractors
- ❖ Excellent problem-solving and decision-making skills
- ❖ Familiarity with AutoCAD, Civil3D
- ❖ Working knowledge of Office 365
- ❖ Reliable vehicle access is required

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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

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.