

## Job Posting 26-OTT01

Civil Intern – 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 to the public and private sectors, from offices located in Ottawa, Arnprior and Pembroke. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing our communities.

Our Ottawa Civil team is currently looking for a **Civil Intern**. We are looking for someone with:

- ✓ Bachelor's Degree in Civil Engineering
- ✓ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada

At Jp2g you will work with a dynamic multi-disciplinary group of engineers, technicians, project managers, and planners. As a valued member of our professional team, you will enjoy a unique working environment and will be provided with opportunities to demonstrate your initiative while developing your skills.

### Role and Responsibilities

*The role and responsibilities for the **Civil Intern** 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 direct supervision of project manager or civil engineer
- ❖ Complete tasks assigned by Department Manager as required to assist in the completion of projects
- ❖ 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
- ❖ Preparing CAD drawings from sketches, mark-ups, and/or design instructions
- ❖ Upon completion, verify calculations and CAD drawings against sketches to ensure accuracy of work
- ❖ Assist in preparation of technical specifications, contract documents and cost estimates
- ❖ Assist in shop drawing reviews
- ❖ Observe and review contractor's work for general conformity to contract documents, specification and generally accepted construction practices
- ❖ Complete quantity measurements for preparation of payment certifications
- ❖ Participation in construction meetings

### Job Information

**Job ID:** 26-OTT01

**Location:** Ottawa

**Experience (years):** 0

**Status:** Permanent, full-time

**Industry:** Civil

**Number of Positions:** 1

**Salary Range:** \$30-\$50

*Jp2g compensation packages are based on several factors that are unique to each candidate, including but not limited to skill set, depth of experience, certifications, education, and specific work location.*

### How to Apply

Send your resume to:

**Email:** [careers@jp2g.com](mailto:careers@jp2g.com)

**Subject:** 26-OTT01 Civil Intern

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

# Job Posting 26-OTT01

## Civil Intern – Ottawa



- ❖ Liaison with local residents affected by construction projects
  - ◆ Review status of the project with municipal staff members
- ❖ Maintain red-line construction as-builts in hardcopy
- ❖ Prepare CAD version of construction as-builts drawings
- ❖ 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
- ❖ Build and maintain positive relationships with colleagues to ensure projects run smoothly
- ❖ Share expertise with colleagues and other offices

### Workload Management

- ❖ Manage work tasks within assigned time constraints
- ❖ Complete projects independently when required

## Qualifications

- ❖ Work towards P.Eng. designation
- ❖ Ability to work independently and in a complex environment, dealing with multiple projects
- ❖ Sound communication skills (oral and written)
- ❖ Strong sense of initiative and ability to prioritize tasks
- ❖ Excellent problem-solving and decision-making skills
- ❖ Familiarity with AutoCAD, Civil3D
- ❖ Working knowledge of Office 365
- ❖ 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

*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 a variety of environmental conditions, such as remote or isolated areas, working alone, and in inclement weather (within safe and reasonable limits). Training will be provided by Jp2g, prior to commencement of field work.*