

## Job Posting 26-OTT02

### Intermediate Electrical 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 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 **Ottawa** office currently requires an **Intermediate Electrical Engineer**. 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 Electrical Engineering Department. You will work under the supervision of the Department Manager, Project Manager or Team Lead and prepare electrical engineering designs for new builds and building renovation projects. You will work directly with clients to ensure their needs are fully understood and met. You will also be responsible for coordinating with other internal and external design team members as applicable.

You will have opportunities to work for various clients – federal, provincial, municipal, and private sectors on multiple types of projects - community, post-secondary education, K-12, federal, institutional, commercial, healthcare, residential and industrial.

#### 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
- ❖ Document field work with written notes, daily records, sketches, and drawing markups.
- ❖ Undertake the preparation of engineering studies
- ❖ Undertake the preparation of building condition reports
- ❖ Undertake the preparation of conceptual designs
- ❖ Undertake the preparation of cost estimates
- ❖ Undertake the preparation of electrical designs and layouts of lighting, power distribution, fire alarm, communication, public address, intercom, lightning protection and grounding systems
- ❖ Upon completion, verify calculations and CAD and Revit drawings against sketches to ensure accuracy of work
- ❖ Support Junior and Senior Engineers during design and coordinate with other disciplines

#### Job Information

**Job ID:** 26-OTT02

**Location:** Ottawa, Ontario

**Experience (years):** 7+

**Status:** Permanent, full-time

**Industry:** Engineering

**Number of Positions:** 1

**Salary Range:** \$45-\$75

*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-OTT02 – Intermediate Electrical Engineer – Ottawa

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



- ❖ Undertake electrical design for building systems, including site visits, modelling, concept reports and condition assessment reports
- ❖ Undertake the preparation of technical specifications and contract documents
- ❖ Coordinate with subconsultants as required, for specialized services
- ❖ Apply for and secure approvals from regulatory agencies
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills
- ❖ Identify critical design issues and provide technical soundness and reliability
- ❖ Self review deliverables for conformance to requirements
- ❖ Ensure that drawings adhere to Jp2g's AutoCAD and Revit standards
- ❖ Provide input during the tender process in terms of review of questions, issue of addenda and liaison with client
- ❖ Provide recommendation to client in terms of tender award
- ❖ Coordinate the signing of the contractor's contract documents
- ❖ Complete the contract administration during construction including shop drawing review, responding to requests for information, and response to questions on design intent.
- ❖ Prepare Contemplated Change Orders (CCO) and Change Orders (CO)
- ❖ Undertake the site review of projects including preparation of Field Observation Reports and Progress Draw Reviews
- ❖ Observe and review contractor's work for general conformity to contract documents, specification and generally accepted construction practices
- ❖ Participation in construction meetings
- ❖ Provide problem resolution/field resolutions with respect to unforeseen construction issues
- ❖ Identify and act on contractual or regulatory infractions by the contractor
- ❖ Assist in the resolution of construction issues / disputes encountered on projects
- ❖ Review of completed red-line as-built prior to drafting
- ❖ Coordinate submission of final close-out documents at end of construction
- ❖ Monitor construction activities to ensure that it is in compliance with contractor's safety plan and applicable government regulations
- ❖ Establish maintain, and communicate priorities when working on multiple assignments
- ❖ Assist in the monitoring of changes, quality, schedule and cost adherence
- ❖ Participate in presentations for design projects, at forums such as Public Information Sessions and Council meetings
- ❖ Attend meetings with client staff members and government agencies to obtain comments and approvals
- ❖ Assist the client when requested and maintain a positive client relationship
- ❖ Assist in expanding client base
- ❖ Assist in the preparation of proposals, including methodology, budget preparation and schedules
- ❖ Adhere to Jp2g's QMS Policies and Procedures

### Project Management Skills

- ❖ Creation of the fee proposal/project budget from the Scope of Work and review with the Project Manager or Department Manager for approval.
- ❖ Work with other staff members to come up with proposed solutions to meet the project or client requirements
- ❖ Participate in or conduct internal and external project team meetings
- ❖ Develop specifications for projects, prepare project designs, and contract documents with guidance from senior staff
- ❖ Provide regular project progress updates to the Department Manager, Project Manager or Team Lead
- ❖ Coordinate the work being completed by any sub-consultants
- ❖ Review invoices for sub-consultants ensuring that fees are within agreed budget and assist with project invoicing.

### Teamwork

- ❖ Work with a team of project managers, engineers, technologists and technicians
- ❖ Attend co-ordination meetings with department/project team
- ❖ Attend client meetings

# Job Posting 25-007

## Intermediate Electrical Engineer - Ottawa



- ❖ 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
- ❖ Share 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

- ❖ 7+ Years of professional experience
- ❖ University Degree in Electrical Engineering
- ❖ Licensed Professional Engineer (P.Eng.) in the province of Ontario (PEO)
- ❖ 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

- ❖ Willing to work towards Certified Energy Manager designation
- ❖ Willing to develop skills with electrical engineering software, eg. ETAP
- ❖ Knowledge of codes and standards such as OBC, NBC, CSA, OESC, CEC, CAN/ULC and NMS
- ❖ 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
- ❖ Strong attention to details without losing sight of big picture
- ❖ Demonstrated experience working with other staff members, clients, other consultants and contractors
- ❖ Excellent problem-solving and decision-making skills
- ❖ Understanding of project scheduling and project financial reporting controls
- ❖ Familiarity with AutoCAD, Revit
- ❖ 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.*