

Job Posting 26-OTT03

Civil Survey Technologist or Technician – 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 throughout Eastern Ontario. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing our communities.

Our Ottawa Civil team is currently looking for a **Civil Survey Technologist or Technician**. We are looking for someone with:

- ✓ Experience in Civil Survey
- ✓ 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 Survey Technologist or Technician** include, but are not limited to, the following.*

Employees may perform other related duties as negotiated to meet Jp2g's ongoing needs.

Primary Technical Skills

- ❖ Work under the direct supervision of Department Manager or Designate
- ❖ Complete tasks assigned by Department Manager or Designate as required to assist in the completion of projects
- ❖ Assist the main surveyor with topographic surveys and perform topographic surveys independently when required
- ❖ Prepare base plans in CAD program from field work for supervisor review
- ❖ Operate and maintain survey equipment and software (total station, GPS, data collector, automatic level)
- ❖ Record the survey results and verify the accuracy of data with proper recorded field checks
- ❖ Document field work with written notes, daily records, sketches, and drawing markups.
- ❖ Research previous surveys, maps, plans, deeds, physical evidence, and other project records to obtain background data
- ❖ Transmit survey data results, which include, sending data to the home office from remote field locations
- ❖ Properly document findings for structure detailing
- ❖ Take photos and/or videos of survey site
- ❖ Calibrate, use, and maintain various field instruments

Job Information

Job ID: 26-OTT03

Location: Ottawa

Experience (years): 3+

Status: Permanent, full-time

Industry: Civil

Number of Positions: 1

Salary Range: \$25-\$45

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

Subject: 26-OTT03 Civil Survey Technologist or Technician

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

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Secondary Technical Skills

- ❖ Assist in preparation of engineering studies, stormwater management reports, and conceptual designs
- ❖ Assist in design for underground services (storm and sanitary sewers, watermains 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 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
- ❖ 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

- ❖ Working with a team of project managers, engineers, and technologists and technicians
- ❖ Attending co-ordination meetings with department/project team
- ❖ Ensuring proper coordination of documents with the other design disciplines
- ❖ Coordinating with industry, other disciplines, and clients
- ❖ Building and maintaining 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
- ❖ Providing technical expertise to other team members

Workload Management

- ❖ Manage project tasks within assigned time and budget constraints
- ❖ Complete tasks independently when required

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Minimum Qualifications

- ❖ 3-5 Years of professional experience
- ❖ Diploma in Civil Engineering Technology
- ❖ Eligible for certification with OACETT
- ❖ Valid Driver's license
- ❖ Eligible to obtain and maintain Level II Secret clearance with Public Services and Procurement Canada
- ❖ ISO 9001:2015 Fundamentals training (provided by Jp2g)

Qualifications

- ❖ 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
- ❖ Familiarity with Civil3D
- ❖ Working knowledge of Office 365
- ❖ Reliable vehicle access is required
- ❖ French Language is an asset

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.