

## Job Posting 24-004

### 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, Pembroke and Arnprior. Jp2g is committed to maintaining client satisfaction, encouraging employee growth, and enhancing the communities we live in.

Our growing **Ottawa** office currently requires a qualified **Civil Intern**. We're looking for someone who is diligent, team-oriented, and understands civil and municipal engineering.

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

#### Job Description

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

- ❖ Municipal 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 **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 the direct supervision of project manager or civil engineer
- ❖ Perform routine engineering assignments including design of storm and sanitary sewers, culverts, subdivision and/or site plans.
- ❖ Prepare drainage studies, stormwater management designs and reports, and master servicing studies
- ❖ Prepare technical specifications and cost estimating (in French and English language)
- ❖ Primary role in site reviews, field inspections, Quality and Quantity control, shop drawing reviews and preparation of draft progress payment certificates, field observation reports and substantial completion.
- ❖ Adhere to Jp2g's AutoCAD standards in preparing CAD drawings from sketches, mark-ups, and/or design
- ❖ Complete tasks assigned by Section Manager as required to assist in the completion of projects and the continued success of the firm

### Job Information

**Job ID:** 24- 004

**Location:** Ottawa, Ontario

**Experience (years):** 2+

**Status:** Permanent, full-time

**Industry:** Civil Engineering

**Number of Positions:** 1

### How to Apply

Send your resume to:

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

**Subject:** 24-004 – Civil Intern – Ottawa

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

# Job Posting 24-O04

## Civil Intern – Ottawa



- ❖ Assist in researching new systems, resources, analytical processes, procedures and working practices to identify and implement changes to increase efficiency, productivity, and overall profitability
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills

### Teamwork

- ❖ Work with a team of project managers, engineers, and technologists
- ❖ Attend co-ordination meetings with design 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
- ❖ Share expertise with colleagues and other offices

### Workload Management

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

### **Minimum Qualifications**

- ❖ Bachelor's Degree in Civil Engineering
- ❖ 2+ years of experience in civil municipal engineering – design and construction
- ❖ 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**

- ❖ Ability to work in a complex and fast-paced team environment, dealing with multiple projects and clients.
- ❖ Sound English language communication skills (oral and written).
- ❖ Strong sense of initiative and ability to prioritize tasks
- ❖ Strong desire for advancement and professional development
- ❖ Excellent problem-solving and decision-making skills
- ❖ Working knowledge of MS Office
- ❖ Experience using AutoCAD / Civil3D
- ❖ Bilingual (English and French) is required, including proficiency in technical translations
- ❖ 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).*