

## Job Posting 25-005

### 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 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 a Civil Intern. 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. You will work under the supervision of the Department Manager, Project Manager or Team Lead. Civil works includes road design, parking lot layout and design, watermain, sanitary and storm sewer design, site grading and drainage, subdivision and site servicing, stormwater management, and onsite field review.

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, 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 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, 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
- ❖ 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
- ❖ 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

#### Job Information

**Job ID:** 25-005

**Location:** Ottawa, Ontario

**Experience (years):** 0+

**Status:** Permanent, full-time

**Industry:** Engineering

**Number of Positions:** 1

#### How to Apply

Send your resume to:

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

**Subject:** 25-005 – Civil Intern – Ottawa

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

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- ❖ 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

### Minimum Qualifications

- ❖ 0 Years of professional experience
- ❖ Bachelor's Degree in Civil Engineering
- ❖ 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

- ❖ 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
- ❖ Bilingual; French and English
- ❖ 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.*