

Job Posting 24-008

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 Arnprior, Ottawa and Pembroke. 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, 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 the Department Manager, Project Manager, Team Lead or Designate
- ❖ Complete tasks assigned by the Department Manager, Project Manager or Team Lead 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.
- ❖ Calibrate, use, and maintain various field instruments
- ❖ 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
- ❖ Provide marked-up sketches to be updated in CAD by-others; including back-check drawings once completed
- ❖ Monitor the preparation of CAD and Revit drawings from sketches, mark-ups, and/or design instructions
- ❖ Develop details, sections and layouts

Job Information

Job ID: 24-008

Location: Ottawa, Ontario

Experience (years): 7+

Status: Permanent, full-time

Industry: Engineering

Number of Positions: 1

How to Apply

Send your resume to:

Email: careers@jp2g.com

Subject: 24-008 – Intermediate Electrical Engineer – Ottawa

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

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- ❖ Upon completion, verify calculations and CAD and Revit drawings against sketches to ensure accuracy of work
- ❖ Support Senior Engineer during design and coordinate with other disciplines
- ❖ Undertake building condition assessment audits, including site visits, modelling, and report writing
- ❖ 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
- ❖ Adhere to Jp2g's AutoCAD and Revit standards in preparing drawings from sketches, mark-ups, and/or design instructions
- ❖ 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
- ❖ 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
- ❖ Complete visual inspection as required
- ❖ 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 municipal staff members and government agencies to obtain comments and approvals
- ❖ Assist with Project Management duties as required
- ❖ Assist in maintaining positive client relationship
- ❖ Provide assistance to the client when requested
- ❖ Assist in expanding client base
- ❖ Review status of the project with client
- ❖ Assist in the preparation of proposals, including methodology, budget preparation and schedules
- ❖ Adhere to Jp2g's QMS Policies and Procedures
- ❖ 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
- ❖ Attend client meetings
- ❖ Ensure proper coordination of documents with the other design disciplines

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- ❖ 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

- ❖ Knowledge of other electrical engineering software: ETAP
- ❖ Knowledge of codes and standards such as OBC, NBC, CSA, OESC, CEC, CAN/ULC and NMS
- ❖ 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
- ❖ 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 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.