

## Job Posting 24-O11

### Electrical 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 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 **Electrical 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 Electrical Engineering Department. You will assist with electrical engineering designs for new builds and building renovation projects. 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 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.
- ❖ Calibrate, use, and maintain various field instruments
- ❖ Assist in preparation of engineering studies
- ❖ Assist in preparation of building condition reports
- ❖ Assist in preparation of conceptual designs
- ❖ Assist in preparation of cost estimates
- ❖ Assist with 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
- ❖ Assist with preparation of CAD and Revit drawings from sketches, mark-ups, and/or design instructions
- ❖ Upon completion, verify calculations and CAD and Revit drawings against sketches to ensure accuracy of work
- ❖ Support Engineer during design and coordinate with other disciplines
- ❖ Assist with electrical design for building systems, including site visits, modelling, concept reports and condition assessment reports

## Job Information

**Job ID:** 24-O11

**Location:** Ottawa, Ontario

**Experience (years):** 3+

**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:** 24-O11 – Electrical Intern – Ottawa

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

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- ❖ Assist in preparation of technical specifications and contract documents
- ❖ Maintain familiarity with current techniques, codes, and standards; sustain and improve technical skills
- ❖ 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
- ❖ Assist in the contract administration during construction including shop drawing review, responding to requests for information, and response to questions on design intent.
- ❖ Assist in the preparation of Contemplated Change Orders (CCO) and Change Orders (CO)
- ❖ Assist in the site review of projects including preparation of Field Observation Reports
- ❖ Participation in construction meetings
- ❖ Review of completed red-line as-built prior to drafting
- ❖ Prepare CAD or Revit version of construction as-builts drawings
- ❖ Complete visual inspection as required
- ❖ 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
- ❖ Assist in maintaining positive client relationship
- ❖ 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
- ❖ 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 project tasks independently when required

## Minimum Qualifications

- ❖ 3+ Years of professional experience
- ❖ University Degree in Electrical Engineering
- ❖ 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

- ❖ Working towards P.Eng. 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
- ❖ 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

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- ❖ 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.*

