

Municipal Engineer/Technologist **Ottawa Office**

Position Description:

Ainley Group is currently seeking Civil Engineer/Technologist to join our Ottawa Office. As the successful candidate, you will use your technical abilities to plan and design all aspects of Municipal Infrastructure projects in a dynamic design team setting. The specifics of the position are as follows:

Responsibilities and Duties:

- Prepare planning reports, preliminary and detailed designs and oversee the construction administration associated with new and/or the rehabilitation of divided highways, arterial roads, collector roads, local roads, and bike trails.
- Prepare Contract Specifications, Tender Documents, and Applications for Approvals;
- Review and issue finalized Shop Drawings;
- Coordinate and mentor junior staff working within the department;
- Liaise with Clients, Sub-consultants, Contractors and construction supervision staff;
- Assist with the preparation of Proposals for future projects.

Qualifications:

- Professional Engineer (P.Eng.) licensed in Ontario or Certified Engineering Technologist (CET) with a minimum of 7 years of relevant experience in a Design Office in Ontario.
 - Strong computer software skills including AutoCAD Civil 3D, Word, Excel & MS Project;
 - Experience in planning, preliminary design, detailed design, and construction administration associated with new and/or the rehabilitation of Municipal Infrastructure;
 - Skilled in cost estimating and specification writing;
 - Have a track record of gaining approval of infrastructure designs from authorities and environmental agencies;
 - Independent, Organized and Motivated Team player with excellent oral and written communication skills;
 - Ability to prioritize multiple responsibilities and projects.
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