ENGINEERING ASSOCIATE – ROLE DESCRIPTION


Responsibility:
- Conduct meetings with owners, agents, contractors and the public to provide technical advice on code interpretation and applicability to building plans, resolve conflicts and provide solutions to ensure compliance.
- Evaluate reports on alternative proposals to present building regulations submitted by contractors, architects, engineers or fire protection consultants in order to determine whether the proposal provides the level of performance required by the Ontario Building Code, based on merit and engineering principles.
- Respond verbally and/or in writing to telephone and written inquiries from Architects, Engineers and the public regarding building requirements of the Ontario Building Code.
- Conduct emergency site inspections with Building, Heating, Plumbing and Fire Department Inspectors to evaluate, investigate and resolve problems of complex technical nature.
- Investigate structural failures with recommendations for remedial measures.
- Develop and implement detailed plans and recommend policies regarding program specific requirements.
- Manage assigned projects, ensuring effective teamwork and communication, high standards of work quality and organizational performance and continuous learning.
- Manage large projects and priority assignments to ensure effective delivery of services.
- Prepare written reports and evaluations as necessary.
- Make recommendations/decisions on unusual site conditions affecting building structure and design.
- Conduct research into assigned area ensuring that such research takes into account developments within the field, corporate policies and practices, legislation and initiatives by other levels of government.
- Provide supervision to project staff, as required.
- Provide advice to senior management.

Key Qualifications:
- Undergraduate or Graduate Degree in Civil Engineering.
- Related design or construction experience in the engineering environment, with experience applying the Ontario Building Code.
- Engineer-in-Training designation from the Professional Engineers of Ontario.
- Highly developed interpersonal skills, with the ability to interact and communicate effectively at all levels of the organization and within a team environment.
- Knowledgeable about building construction, building sciences and related legislation.
- Demonstrated knowledge of the Ontario Building Code as it pertains to one or more of the following disciplines: structural, mechanical, plumbing, fire code or architectural.
- Knowledge and experience in the application of the Ontario Occupational Health and Safety Act and Regulations relevant to building construction.
- Possession of a valid Ontario Class “G” Driver’s Licence and access to a properly insured vehicle.
- Experience using Microsoft Office Suite applications such as Word, Excel, and PowerPoint but not limited to these software programs.
- Experience with Auto Cad is an asset.

Notes:
- Applicants are required to demonstrate in their applications/resumes that their qualifications match those specified in the job posting.
- Assessment may include an interview, written and/or practical test.