

Junior Project Engineer-in-Training, Calgary-based Contract
Salary - \$35-41/hour, 30-40 hours/week for 12 months with possibility for extension/permanent hire ,
Hybrid Work. Hours based on availability.

Posting Date: April 29th, 2022

Start Date: Immediately

Do you want to learn more about Scout to see if we are a good fit for you before spending time on an application? Use the following link to book a 20-minute virtual meeting with our project manager where you can ask us questions regarding the role and our company: <https://calendly.com/marielleflottat-scout/learn-more-about-working-with-scout?month=2022-05>

Company Summary:

Operated by Indigenous Professionals, Scout Engineering & Consulting Ltd. is 100% Indigenous owned company. We work to develop solutions currently not available in the market to meet the needs of Indigenous Peoples and their communities. Scout believes in cultivating adaptive systems and advancing human capacity to support empathetic engagement with First Nation, Inuit, and Métis.

“Indigenous peoples have the right to determine and develop priorities and strategies for exercising their right to development. In particular, Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programmes affecting them and, as far as possible, to administer such programmes through their own institutions.”

Source: Article 23 of the United Nations Declaration on the Rights of Indigenous Peoples

Position Summary:

Scout has experienced a huge amount of growth recently and has an exciting opportunity for a Junior Project Engineer-in-Training to work on some of our projects and gain invaluable experience. The Jr. Project EIT will be reporting to the project manager, who is a designated professional engineer, and assisting with project specific tasks.

The Jr. Project EIT will be working remotely for much of their contract, with availability to travel to Calgary or Edmonton on an as needed basis for in-person meetings. There may also be potential for in-person job site visits for up to 2 weeks at a time.

Duties/ Responsibilities:

During the 12-month work term, you will work closely with the Project Manager, and other discipline leads to support overall project management activities for the project. You will have the opportunity to work on and complete the following activities both virtually and in-person:

- Attending and helping prepare information for project status meetings.
- Creating and maintaining the project schedule with input from others.
- Preparing and writing project management deliverables (e.g., project execution plan).
- Creating and maintaining a monthly project risk log.
- Attending design and engineering workshops.
- Compiling and reviewing monthly invoices.
- Assisting in the preparation of project related materials for external stakeholders.
- Assisting with field work coordination and logistics, if required.
- Completing additional duties as assigned by the Project Manager

What You Bring:

Skills & Abilities

- You have a positive can-do attitude and are open minded on how to work effectively with Indigenous People
- You are organized and can collect and maintain data in an intuitive way
- You can tackle multiple tasks at once with varying priorities/ deadlines
- You pay great attention to detail
- You can receive feedback and adjust accordingly throughout the process
- You have exceptional verbal and written communication skills; specifically, you can convey technical language to non-technical audiences is a strong asset
- You can have excellent writing skills, especially regarding report writing
- You are a self-starter who is resourceful and can work independently while also being an effective team member including openness to offer and ask for help
- You have an entrepreneurial mindset around problem solving and possess initiative to solve issues
- You can recognize and follow proper safety protocol
- You can operate within a flexible company and are able to work remotely and in person when required
- You can utilize computer programs effectively to ensure your documents convey the right message and are professional
 - Intermediate experience with G Suite, and MS Office including Word, PowerPoint, Excel, Project, and SharePoint or willingness to learn is a strong asset
- You can get creative with how to engage with the team using remote working and collaboration tools
 - Experience with Zoom, MS Teams, and Miro or the willingness to learn is a strong asset

Minimum Qualifications

- Registered with APEGA as an Engineer-In-Training (EIT)

- A Civil or Mechanical Engineering degree is preferred, however all engineering disciplines will be equally considered for those who have a strong interest in project management and working with Indigenous Communities.
- 1-4 years of related industry experience is an asset
- Relevant project management experience in engineering capacity is an asset
- Previous experience working with Indigenous communities is considered a strong asset
- A valid driver's license is required
- A stable and reliable internet connection for remote working is required

Apply:

If you are interested in working with a busy, entrepreneurial company where you will be a vital part in the engineering and construction process of one of Scout's biggest projects, then we encourage you to apply.

Please send your resume to rachaelk@scoutengg.com with the subject line "**Jr Project EIT P#001 Application**"

Within the body of your email please state your start-date availability and salary expectations

We thank all who take the time to apply. Only those who may be most suitable for this position will be contacted for an interview.