



## CATTERALL & WRIGHT | CONSULTING ENGINEERS

1231 – 8th STREET EAST | SASKATOON, SK S7H 0S5

TEL: (306) 343-7280 | [www.cwce.ca](http://www.cwce.ca)

**Title:** Civil Engineering Technologist – Engineering Assistant  
**Program** Civil Engineering Technologies

### What's the Position

---

Catterall & Wright has opportunities open for Technologists to support Civil Infrastructure projects within Saskatchewan. This role is responsible for assisting with administration and management of projects, which will include travel to different sites and projects, providing field assistance and resident engineering during the busy construction season. This position also provides applicants with an opportunity to assist the survey group using the latest survey technology in an exciting and innovative environment. It is an ideal opportunity for a dedicated individual who enjoys working outdoors while gaining hands-on experience in the field of construction & engineering.

**Schedule - Work Week:** Monday-Friday (40 hrs with the possibility of overtime)

**Travel:** Could be required, most of our projects are local. Any travel required would be in Saskatchewan.

### Term

---

- 8-month Term (May 2024 – December 2024)

### Key Focuses

---

- Adaptable and dependable with the ability to display initiative when needed.
- Team player who can also work independently.
- Thorough and methodic, yet efficient to ensure a quality product is produced.
- Willingness to travel and able to work out of town as needed.
- Appreciates outdoor work in all types of terrain and conditions.

### Core Responsibilities

---

- Assist with various tasks relating to design projects, including preliminary field observation, data compilation, reports, modelling, cost estimates, specifications, and project manuals;
- Assist with topographic surveys, construction layout surveys and record surveys for water, sewer, roadways and earth moving projects using GPS, manual and robotic Total Station, multi-rotor UAV (drone), digital and optical level;
- Assist with administering and managing construction contracts, progress certificates and progress payments;
- Provide resident engineering services on-site if required by the client;
- Assist with project field management including construction or site inspections, specification compliance and project/progress updates;
- Coordinate, schedule, attend meetings, take minutes and distribute as required (meetings could be inhouse/internal, client, contractor, project, etc.);

- Complete site observations for municipal, transportation and asset management-related projects. Complete related reports. Ensure contractors are constructing works in accordance with design plans and specifications;
- Provide regular updates and verbal reports on project status and progress;
- Maintain complete and accurate field notes;
- Read and understand project scope, specifications and drawings;
- Provide support to Project Managers, Engineers, Technologists and design team;
- Assist with office requirements as required (filing, photocopying, scanning, etc.).

### **Who We Are Looking For**

---

- Registration in the Civil Engineering Technology program, eligible for enrolment in the eight month Internship program.
- Must have a reliable vehicle for work and maintain a valid Saskatchewan Drivers License and insurance;
- Interest in municipal infrastructure systems and practices for water and sewer systems, drainage, transportation, etc.;
- Displays reliable and trustworthy presence and strong work ethic;
- Treats all information and materials in a confidential manner;
- Effectively manages time and can tend to several projects concurrently;
- Ability to be organized, work quickly and accurately under pressure with a strong eye for detail;
- Strong interpersonal, customer service and communication skills;
- Be resourceful in research, increase product knowledge and demonstrate a sense of practical design;
- Confident with computer programs such as CAD/CIVIL 3D and fluent with MS Office;
- Maintain practical and professional demeanour in difficult and stressful situations;
- Strong awareness of health and safety and possess a safety-conscious attitude;
- Must be willing to travel and work out of town (expenses will be paid for this occurrence);
- Must have your own steel-toed boots (CSA approved).
- Physically active with the capability of regularly lifting or moving up to 50 lbs.
- Satisfactory clearance on Drivers Abstracts and/or Drug Test when deemed necessary.

## Who Are We

---

Catterall & Wright is a locally owned partnership located in Saskatoon providing practical and reliable consulting services since 1965. Our key services include:

- Municipal Infrastructure
- Private land development
- Transportation & Planning
- Commercial Development
- Project Management
- Surveying
- Professional planning services
- Feasibility reports

We aspire to be THE most respected and trusted municipal engineering firm in our industry. We partner with our clients to deliver the right solution by understanding their needs and adding value to each project. We provide local knowledge and value-added solutions that enable clients to achieve their vision, ensuring continuity of services through practical, cost-effective designs.

## Why Join Catterall & Wright

---

Catterall & Wright has a great team atmosphere with many resources to draw upon to assist in providing a great working environment, on-the-job training, mentoring and coaching. Our office has open-work spaces, a refreshing change from the standard office setting with a young and enthusiastic social and professional network to draw on. Opportunity to work towards a career in a recognized profession on various exciting and innovative projects, all within Saskatchewan. We have a fantastic social committee that plans and organizes numerous events throughout the year.

- Competitive salary;
- Company laptop provided during work term;
- Cell phone, meals, mileage and expenses for accommodations will be compensated when required;
- Learning and development programs, training, career opportunities;
- An inclusive, safe and healthy work environment.

## What to Do Now

---

Interested applicants should submit their resume and cover letter, identify the position you are applying for and preference start date and end date.

If you have any questions or need more information about the Engineering Assistant position, feel free to drop us an email at [resumes@cwce.ca](mailto:resumes@cwce.ca). Use the subject line "Engineering Assistant Questions."

Thank you to everyone who applies.

Offers of employment may require satisfactory Security Background Checks, Reference Checks, Drivers Abstracts, and Drug Testing.

Check out our [website](#) or [Facebook](#) for more information on who we are! If you're looking for a challenge with valuable experience, this is the place for you.