



CATTERALL & WRIGHT | CONSULTING ENGINEERS

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

TEL: (306) 343-7280 | www.cwce.ca

Title: Engineering Assistant – 4 month Internship

What's the Position

Catterall & Wright has temporary opportunities available for Engineering Assistant(s) for land development, asset management, transportation, drainage and municipal infrastructure-focused projects within the industrial, residential and commercial markets. This position provides applicants with an opportunity to apply their knowledge in a professional environment and gain valuable experience working alongside experienced Project Managers, Designers and Engineers with opportunities to provide field assistance and resident engineering services during the construction season. This position is a mix of office and field work.

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

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

Term(s)

- 4 months
- May 1, 2024 – August 30, 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 outside of Saskatoon as needed.

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
- Coordinate, schedule, attend meetings, take minutes and distribute as required (meetings could be 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

- Civil Engineering or Environmental Engineering student, who has completed at least their 3rd year of study;
- Eligible for enrolment in the EPIP internship program, in the field of Civil Engineering or Environmental Engineering;
- 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 demeanor 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 internship;
- Cell phone, meals, mileage and expenses for accommodations will be compensated when required;
- Learning and development programs, training, and 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.

Email resumes@cwce.ca. Subject line must reference "Engineering Assistant – 4 month Internship".

Thank you to everyone who applies; however, only selected candidates will be contacted.

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, Catterall & Wright is the place for you.