

Position: Junior Project Specialist
Service Sector: Building Science Engineering
Location: Head Office in Mississauga
Start Date: Immediately

OHE Consultants is seeking to hire a **Junior Project Specialist** in the area of Building Science Engineering to join our team. The successful candidate will assist in maintaining effective communication and interacting with clients, contractors and OHE employees involved in the projects.

Within the Building Science Department, the successful candidate will participate in the investigation, assessment, analysis, design, construction and contract administration for building envelope renewal, parking garage and balcony restoration, as well as asphalt and concrete site work. These activities includes projects within the industrial, commercial, institutional (ICI), and residential sectors.

Qualifications

- Degree/Diploma in Civil Engineering, Building Science, Architecture or Technology program from accredited university or college;
- Registered or eligible for registration as an EIT or associate member of OACETT;
- Experience and knowledge of major building systems and building construction;
- Minimum 2 to 5 years' relevant experience in the area of Building Science Engineering;
- Proficient in using Microsoft Office (Outlook, Word, PowerPoint, Excel, Microsoft Schedule); and,
- Experience in AutoCAD is an asset.

Skills

- Demonstrates a passion for building science investigations including conducting site investigations and evaluations of existing buildings and structures;
- Fast learner with a desire to grow professionally and personally;
- Fast learner driven by a fervent ambition for both professional advancement and personal development;
- A team player with excellent communication skills, including verbal, written and presentation skills;
- Inquisitive and clear thinker capable of determining necessary work and drawing rational conclusions from available information;
- Proficient in conceptualizing in three dimensions;
- Proficient in multitasking, adept at time management, and flexible in adapting to shifting priorities;
- Comfortable with ladder access to roofs (<10m) and adept in working safely at heights;
- Possesses and maintains a valid driver's license and owns a car;
- Ability to obtain police and other agency security clearance checks (CPIC, VSS, Reliability); and,
- Able to quickly mobilize and travel primarily within Canada.

Responsibilities

- Assist with the preparation of bid documents including scope of work, specifications, detailed drawings;
- Collaborate with and support project managers in coordinating building science projects, ensuring smooth execution and delivery;
- Assist in the preparation of comprehensive property condition assessments aligned with ASTM Standard Guide E 2018-08 for transactional due diligence and financial analyses and life cycle costing for capital planning initiatives;
- Support the preparation of reserve fund studies and performance audits tailored for condominiums, ensuring accuracy and compliance with relevant regulations and standards;
- Draft reports meticulously before submission, adhering to established standards, for subsequent review by the project manager;
- Collaborate effectively with environmental, engineering, and architectural disciplines to ensure seamless coordination and integration of project requirements;
- Assist in conducting contract administration and construction review tasks to ensure adherence to project specifications and standards;
- Provide support in nurturing and maintaining existing client relationships, fostering trust and satisfaction through attentive service and communication;
- Assist project managers in developing proposal budgets and maintaining project file documentation; and

The candidate must show an ability to work within a client oriented and fast-paced environment. Required skills include flexibility, adaptability, problem-solving ability, excellent computer skills, excellent written and verbal communication skills, the ability to multi-task as well as the ability to meet tight timelines.

Please submit resume to info@oheconsultants.com