

**Title: Project Coordinator – Future Opportunities****Location: Various locations throughout North America****Date Posted: June 30, 2016****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

**SUMMARY**

We are currently building a pool of candidates for future project opportunities. If you are interested in being considered for a future opportunity as a Project Coordinator, please apply and we will contact you to discuss new positions when they become available.

The Project Coordinator has overall responsibility for the coordination of all site construction activities including planning, scheduling, administrating of contracts, supervising, resolving and reporting on the daily issues that arise during the construction of the transmission line.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work directly with the Project Manager and Construction Manager to plan, schedule, coordinate, and monitor the work;
- Develop Look-Ahead Schedules and Daily Work Plans, and review and transmit timesheets;
- Assist with administration of the Quality Management Plan, and preparation and submission of Quality Documents;
- Prepare and submit RFI's;
- Track productivity, and maintain log of issues and delays;
- Prepare Weekly and Monthly Construction Progress Reports including information such as but not limited to Financial Reporting and Forecasting, Progress, Schedule Updates, Quality, Safety, Environment; and identifying Project Risks;
- Assist in resources planning and tracking;
- Contribute a positive safety leadership attitude to corporate culture;
- Train and develop new employees/project team members;
- Remain current with Industry Best Management Practices and put forward ideas to management on how to improve Business Operations;
- Develop and implement Quality Assurance Plans;
- Other duties may be assigned consistent with job description.

**JOB REQUIREMENTS**

- Well organized, fast learner and able to follow instructions;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem solving skills;
- Knowledge of Safety Practice Regulations would be an asset;
- Valid Driver's License is required, as this position requires driving and site visits;
- Knowledge of transmission and distribution line construction means and methods;

- Previous work experience in the Transmission and Distribution Utility Industry considered an asset;
- Previous work experience in a unionized environment an asset;
- Ability to travel to and work at project locations situated throughout North America.

### EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Diploma or Degree in Engineering (Civil, Structural or Electrical) is preferred;
- Minimum 2-5 years' of directly related experience preferably in the construction industry focused on Civil and Electrical (Transmission, Distribution and Substation) Projects;
- Proficiency with computer applications, including Microsoft Office suite, and computer based scheduling and tracking software such as Primavera P6, MS Project an asset;
- Prior experience in a construction, engineering and/or utility environment.

### WORKING ENVIRONMENT

- Site location will change with project movement;
- Fast-paced, tight deadlines and high work volume.

### CORPORATE COMPLIANCE RESPONSIBILITIES

#### **We care about our internal and external customers – loyalty is earned.**

- Listen, and listen more, to better understand – you get excited about opportunities to help others.
- Own customers' challenges to deliver unique solutions – you recognize that it's our privilege to serve customers because without "them," there is no "us."
- Focus on what is "important" as opposed to "urgent" – you focus on the big picture rather than getting lost in the details.
- Express thanks to those who help us constantly improve – you recognize and embrace constructive criticism.

#### **We strive for safety excellence – practice safety within the workplace, our homes, and at play.**

- No compromise on safety – make safety a thought, an action, a cornerstone belief in everything you do.
- Live safely for yourself, your team, and your family – you work together to ensure safety for all.
- Learn and improve from past experiences – lessons learned fuel our future successes.

#### **We create a great workplace by filling it with spectacular people – set expectations high, have fun, and celebrate our successes.**

- Succeed through professional and personal growth – take ownership of your own success.
- Always be a Rokstad ambassador – take pride in opportunities to share your beliefs, learnings, strengths, and ideas.
- Respect the unique contribution that every employee brings to the table – be open to learning and growing from employees who move Rokstad forward and help you achieve more.
- Place importance on effectiveness rather than effort – work smarter, by being conscious of your current levels of productivity, health, and happiness.

#### **We take pride in what we do – how we show up is important**

- Be part of the solution – you problem solve rather than complain, gossip, or cut others down.
- Know when to lead, know when to follow – check your ego at the door.
- Pursue improvement ... relentlessly – you make continual changes to grow.
- Strive to achieve the best results – you have higher expectations of yourself than Rokstad has of you.
- Embrace change – you understand that markets change, competition changes, and technology changes.

#### **We stand among the very best – doing it right makes our reputation even stronger**

- Act in Rokstad's best interest – as though you are an owner.
- Say what you mean, mean what you say – One dishonest action can ruin a lifetime of goodwill.
- Demonstrate trust in order to gain trust – an honest day's work for an honest day's pay.
- Lead by example – you recognize that your actions are always being observed, and actions speak louder than words.

- Seek first to understand before seeking to be understood – you avoid drawing ill-informed conclusions or assumptions.

**We respect our position in the broader community – act in accordance with our culture and values**

- Build and support the communities where we work and live – make the world cleaner, safer, and more interesting.
- Care for and respect our environment – promote environmentally sound practices throughout every aspect of our business.
- Create a culture of inclusion built on trust, respect, and dignity for all – build teams that capitalize on the diverse talents of all employees.
- Explore opportunities to grow and develop positive relationships with First Nations – create mutually beneficial partnerships.

**COMPENSATION**

Rokstad offers a competitive compensation and benefits package which will be commensurate with experience and education.

If you are looking for an exciting career with a fast growing, progressive company while participating in the build out of Canada's electric power Infrastructure, please email your resume and qualifications to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.

We thank all applicants for showing an interest in this position. Only those selected for an interview will be contacted.