

**Title: Health, Safety & Environment Coordinator**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: May 11, 2017**

**Closing Date: Open Until Filled**

### **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**

The Health, Safety & Environment (HSE) Coordinator provides support to the wider team of HSE Professionals on the Transmission and Distribution Services projects across Canada and North America.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

The following highlights the principle areas of work and the associated with this role, noting that additional tasks may be required to ensure these areas of responsibilities are completed/ maintained:

#### **Performance & Information Management**

- Track, monitor and provide analysis a range of leading and lagging HSE performance measures;
- Provide analysis of trends and preparation and compilation of monthly business reports;
- Provide expert user support of various management systems, databases and mobile applications on behalf of the business.

#### **Competence & Development**

- Assist with the development of competency management framework for the business;
- Track & maintain competency records and coordinate delivery of training sessions with internal and external suppliers.

#### **Injury Management / Return to Work**

- Track and record active WSBC/WCB claims, assist with appeal submissions and co-ordinate external support where required;
- Coordinate and support the Return to Work Program.

#### **Team & Technical Support**

- Provide day to day administrative support for the team, coordination of diaries, meeting and travel arrangements etc.;
- Provide document control along with preparation & review of policies and procedures;
- Provide information and evidence to support the organizations bid department where required;
- Prepare and support bid documents, administrator for prequalification accounts (ISNET, etc.);
- Help cascade learning from incidents across the business.

**JOB REQUIREMENTS**

- Understanding of HSE laws and regulations, codes, and industry best practices that apply across Canada;
- Knowledge of the Workers' Compensation Act as it applies in each Province;
- Strong computer skills and experience operating a variety of database and information management systems;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Solid interpersonal and communication skills (both oral and written);
- Proven problem-solving skills with the ability to visualize and deliver creative solutions;
- Able to work efficiently with minimal supervision;
- Ability to work collaboratively in a team environment;

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- College Diploma or certification; or relevant training courses and related experience;
- Minimum 3 to 5 years' experience in a similar role;
- Experience in the construction or utilities industry is an asset.

**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.

**ROKSTAD POWER**

- 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.