

**Title: Junior Project Manager**

**Term: Permanent, Full Time**

**Location: Coquitlam, BC**

**Date Posted: September 29, 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 Junior Project Manager is involved with assisting with company resources and subcontractors, assisting with ensuring safety programs are implemented and in place, assisting with ensuring scheduled timelines and budgets are met, and that the work is undertaken in a quality manner and consistent with the contract documents and establishing professional relationships.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assist with project scheduling, logistics, quality control, subcontractors and project staffing levels;
- Recommend cost saving strategies when appropriate;
- Assist with discussions and meetings with subcontractors, vendors, customers and management;
- Assist with project schedule and scheduling constraints and how they impact cost;
- Assist with project policies and procedures, establish project control systems and implement project execution plans;
- Work with the project team to confirm deliverables and services are being provided to client's satisfaction;
- Assist with reporting;
- Cultivate and promote positive working relationships with internal management team, site supervisors and subcontractors and other contractors on site;
- Control project costs, maintain and track payables and receivables for projects;
- Assist with the overall site safety program;
- Assist with compliance with the approved contract documents;
- Change Order management;
- Other duties may be assigned consistent with job description.

### **JOB REQUIREMENTS**

- Well organized, fast learner and able to follow instructions;
- Demonstrate leadership skills in order to be able to take-on additional short and mid-term responsibilities;
- 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 on 500kV transmission lines an asset;

- Excellent leadership and interpersonal skills;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem solving skills;
- Valid Driver's License is required, as this position requires driving and site visits;
- Ability to travel to and work at project locations situated throughout North America.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Mechanical, Civil or Electrical Engineering Degree or Technologist Diploma;
- Working towards Project Management Professional (PMP) designation or professional experience equivalency;
- Minimum 3 years' of directly related experience;
- 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.

**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.