

**Title: Distribution Services Administrator**

**Term: Permanent, Full-Time**

**Location: Coquitlam, BC**

**Date Posted: November 9, 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 Distribution Services Administrator maintains business unit performance by ensuring consistent business practices and procedures.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Maintains regional work team files and databases;
- Prepares reports, presentations, memorandums, proposals, and correspondence;
- Maintain material logs for all BC Hydro distribution work orders;
- Monitors specialized, technical training operations and identifies / collaborates on the implementation of continuous improvement;
- Schedules appointments and meetings for region work team leaders;
- Serves as the point-of-contact for region work team inquires and issues;
- Creates and maintains staffing and scheduling documentation, records, and reports;
- Tracks and maintains region work team supply inventory;
- Assist regional crew leads & managers to minimize crew travel time and maximize productivity via effective logistic management;
- Assists in the preparation and management of region work team budget and expense documentation and reports;
- Design and maintain tracking system whereby material logs are kept to maintain optimum material inventory levels, material request reconciliation is completed on a monthly basis to facilitate quick and accurate billing;
- Supports Distribution Services strategies / priorities as requested by the Distribution Services Managing Director;
- Other duties as required.

### **JOB REQUIREMENTS**

- Proficient use of various office based software including Microsoft Office 2007/2010;
- SharePoint or database experience an asset;
- Be efficient, well organized and able to work well under tight deadlines;
- Solid interpersonal and communication skills (both oral and written);

- Be available to provide support during scheduled after hour assignments or during storm or trouble calls;
- Be able to start at similar times as crew leads.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Minimum 2 years' experience in high voltage power industry desired;
- College Diploma or certification; or relevant training courses and related experience;
- Computer Skills – Intermediate MS Office (Excel), EWR;
- Prior union experience an asset.

**WORKING ENVIRONMENT**

- Dynamic work environment that fluctuates from regular to high pace;
- Some travel may be required;
- Need to be available to assist on short notice and after hours in the event of trouble response;
- Early start time (6:00am – 7:00am) to provide support to crews at start of shift.

**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 qualification to [careers@rokstadpower.com](mailto:careers@rokstadpower.com) or fax 1-888-310-8831. Please include the job title in the email subject line.