

**Title: Civil Work Construction Manager**

**Location: Charleston, West Virginia, USA**

**Date Posted: August 24, 2018**

**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 Civil Work Construction Manager is responsible for supporting the safe execution of construction activities for high-voltage transmission line projects. Responsibilities include field based client relations, project cost and schedule controls, reporting, project monitoring and ensuring sub-contractors meet specific project requirements and contractual obligations.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedule Project Scope Execution in logical steps and budgets the time required to meet contracted timelines and customer expectations;
- Determine labor and equipment requirements and coordinates staffing assignments to construction sites, and directs / supervises workers and subcontractors;
- Communicate construction plans and contract terms / conditions to administrative staff, workers, subcontractors, customers, etc.;
- Schedule the delivery of supplies, equipment, tools, etc.;
- Manage work activities against project milestones and coordinates adjustments resulting from inclement weather, unforeseen site challenges, etc.;
- Evaluate construction methods and determine cost-effectiveness of plans / methods to implement continuous improvement practices;
- Prepare and submit management / business data and reports;
- Support Project and Corporate strategies / priorities as requested;
- Work closely with the Project Manager and front line leadership to ensure the civil works packages are carried out in accordance with the prime contract, subcontract and sub-subcontract terms and conditions;
- Work with the civil subcontractors to understand their schedule and ensure the subcontractor is appropriately resourced and fully compliant with subcontract obligations;
- Ensure civil contractor is adhering to the Safety, Quality and Environmental Management Plans. Ensure all work is being appropriately recorded;
- Host daily production meetings with civil subcontractors;
- Report daily progress to the Project Manager and ensure team understands progress to date and issued hindering progress;
- Work with civil subcontractors to provide three week look ahead and work plan for coming weeks;
- Ensure civil subcontractors maintain schedule, including mitigation plans;
- Maintain budgets and schedules which will ensure the successful delivery of the project;
- Maintain updated project schedule by studying project plan and specifications; calculating time requirements; sequencing project elements;
- Control civil work packages costs with the Project Manager and the project team;

- Ensure that civil contractors perform required QC and submit all required forms for the structure files;
- Work with QC staff to source missing civil subcontractor QC forms;
- Other duties may be assigned consistent with job description.

### JOB REQUIREMENTS

- A detailed, in depth knowledge and understanding of the civil scope of works, drawings and specifications including specific knowledge of right of way clearing and access construction and grillage and drilled shaft foundation construction means and methods;
- Knowledge of latest industry regulations and standards;
- Detailed understanding of interpreting resource loaded P6 schedules;
- Well organized, fast learner and able to follow instructions;
- Knowledge of transmission and distribution line construction means and methods;
- Excellent attention to detail, even under pressure;
- Ability to analyze technical information;
- Excellent leadership and interpersonal skills;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem solving skills;
- Valid Driver's License is required;
- Ability to travel to and work at project locations situated throughout North America.

### EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Civil Engineering or Construction Management Degree or a combination of Trade Based Qualifications with a suitable number of years of Management Experience;
- Minimum 8 years' of directly related experience in the civil construction environment with knowledge of right of way clearing and access construction and grillage and drilled shaft foundation construction means and methods;
- Experience managing and administering subcontractor work packages;
- Previous work experience in the Transmission and Distribution Utility Industry considered an asset;
- Proficiency with computer applications, including Microsoft Office suite;
- Experience with American Electric Power Transmission Standards and Civil Construction Practices considered an asset.

### WORKING ENVIRONMENT

- Project Based in and around Charleston, West Virginia;
- Fast-paced, tight deadlines and high work volume;
- Extended work hours, seven days per week will be required based on specific project schedule requirements.

### 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 North America's electric power Infrastructure, please email your resume 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.