

**Title: Commercial 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 Commercial Manager provides business and technical leadership to maintain compliance to Transmission Services project contract terms and conditions. This role will support the Boone Area Project and will have full responsibility for the commercial aspects of the construction phase and financial account. The Commercial Manager will advise the Project Manager, may lead a team of Quantity Surveyors / Field Engineers at various levels and use experience to achieve a successful project for Rokstad and its Clients.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Contribute to the creation and negotiation of Transmission Services subcontracts to ensure relevant and realistic contract commitments;
- Establish project tracking / reporting procedures and methods to proactively monitor and report Transmission Services project status against contract terms and conditions;
- Coordinate scope, schedule, and budget issues with the Project Manager and Project Team to manage performance, implement corrective action, or negotiate adjustments / change orders;
- Collaborate with Corporate & Legal Affairs on contract language interpretation and customer expectations;
- Identify and collaborate on the implementation of continuous improvement practices;
- Prepare and submit contract compliance data and reports in support of Transmission Services project reporting;
- Support Transmission Services strategies / priorities as requested by the Vice President of Major Projects and / or Project Manager;
- Take responsibility in developing, implementing and reviewing effective commercial activity for the project, ensuring that:
  - Cash Management is effected;
  - An overview is maintained of Risk Management processes and procedures, including acting as liaison for internal audit activities, contractual imperatives (duties, obligations, notices, standards, etc.) are observed and discharged to protect the Company's position and entitlements within contract and / or with respect to insurances policies;
  - Appropriate periodic financial reviews are undertaken;
  - Strategies are implemented as agreed with the Project Team;
  - A framework of approved practice and process in commercial activity is followed that is consistent with Rokstad standards and corporate governance;
  - Project-wide contractual and insurance issues, including disputes and claims are resolved or properly communicated in order to protect and further the Company's interests and relationships;

- Production and delivery of the Business Area commercial objectives are effectively managed;
  - Management and production of the project Contract Improvement Plan are supported.
- Functional Management:
  - To manage the performance and development of direct reports, and the effective organization of the project-wide commercial members or staff;
  - To deliver effective management information on commercial activity across the project as appropriate;
  - To provide a commercial approval of Business Division for external audit purposes.
- Assist the Project Manager within a Business Area by being able to:
  - Provide thorough knowledge of the principles of Scope Definition and the ability to provide leadership and guidance to all commercial and operational staff;
  - Understand gaps / shortfall in scope definition and opportunities for the operational phase;
  - Ensure compatibility of valuation information from multiple projects to offer insight, guidance and leadership in all pricing issues;
  - Manage portfolios of contracts consistently and develop strategic forecasts and budgets;
  - Establish strategy at the commencement of a project and ensure the effective operation of contract etc. consistently and effectively by the project team; seeking advice where appropriate from internal and external teams;
  - Raise awareness of our obligations at project level such that the wider team is able to identify change.
- Other duties may be assigned consistent with job description.

### JOB REQUIREMENTS

- Well organized, fast learner and able to follow instructions;
- Knowledge of transmission line construction means and methods;
- 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.

### EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Minimum 5-7 years' of directly related experience;
- Strong experience within Transmission sector essential;
- Previous experience working on large value projects essential;
- Proficiency with computer applications, including Microsoft Office suite, and computer based scheduling and tracking software such as Primavera P6, MS Project 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.
- 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.