

Title: Estimator / Technical Writer

Term: Permanent, Full Time

Location: Coquitlam, BC

Date Posted: October 12, 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 Estimator / Technical Writer role involves working in a dynamic team responsible for coordinating all aspects of work related to the preparation of responses to Requests for Proposals and Tenders that Rokstad Power pursues in the Electricity Transmission and Distribution construction and maintenance sector. This role will be directly responsible for the development of technical responses to Client Requests for Pre-Qualifications and other submissions, work methodologies, cost estimates, internal work procedures, training documentation and manuals, resource plans and construction schedules as they relate to the Requests for Proposals and Tenders being pursued.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work with team to develop successful bid strategies, including the review of construction documents;
- Contribute to the writing of pre-qualification and proposal documents by improving quality of written submissions, evaluating and re-designing processes, and updating text drafted by subject matter experts, ensuring clear communication of technical capability, knowledge, skill, expertise, concepts, innovation and detailed descriptions;
- Analyze and comprehend job documents including Requests For Quotations (RFQ), Requests For Information (RFI), Requests for Proposal (RFP) and Prequalification's;
- Meet proposal deadlines by establishing priorities and target dates for information gathering, writing when required, review, and approval; and coordinating requirements with other contributors to proposal documents;
- Prepare cost analysis for labour, equipment and materials for self-performed work;
- Analyze and comprehend plan sets and construction drawings;
- Develop and estimate quantities, extensions and estimate metrics;
- Identify and qualify potential sub-contractors;
- Solicit and evaluate subcontractor pricing and quotations;
- Understand detailed technical descriptions provided by subject matter experts, edit and redraft content to ensure continuity of strategic messages and clarity around key points that align with our clients' needs and wants;
- Transpose estimates into Client Proposal Forms;
- Recommend cost saving strategies when appropriate;
- Initiate and participate in discussions and meetings with subcontractors, vendors, Clients and Rokstad management;

- Review and provide input on project schedule and scheduling constraints and how they impact cost;
- Develop responses to technical questions within submissions;
- Cultivate and promote positive working relationships with the internal management team, site supervisors and subcontractors and extended team members;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Ability to absorb and organize complex content logically as part of narrative responses to Client Requests for Pre-Qualifications, Proposals and other submissions;
- Excellent oral and written communication skills;
- Strong analytical and problem-solving skills;
- Strong collaborative approach;
- Proven ability to meet multiple, concurrent deadlines while producing high-quality work;
- Demonstrated ability to take direction and work collaboratively in a team environment;
- Strong attention to detail;
- Excellent organizational and time management skills;
- Excellent writing, editing, proofreading, and formatting skills for accuracy and quality;
- Excellent oral and written presentational skills.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Minimum five years of experience in the transmission and / or distribution sector in a similar role;
- Project Management Professional (PMP) designation or professional experience equivalency would be an asset;
- Proficiency with computer applications, including Microsoft Office suite, and computer-based scheduling and tracking software such as Primavera P6 and MS Project considered an asset;
- SharePoint or database experience an asset;
- Previous work experience with 'Hard Dollar' commercial estimating software, or similar, considered an asset;
- Ability to understand engineering and electricity transmission & distribution scopes and specifications.

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, please email your resume to 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.