

**Title: Fleet Maintenance Supervisor****Term: Permanent, Full-Time****Location: Coquitlam, BC****ROKSTAD STRATEGIC INTENT**

We are an innovative and progressive family-orientated business that excels in providing safe, reliable Transmission and Distribution services for its valued clients across North America.

**SUMMARY**

The Fleet Maintenance Supervisor shall oversee vehicle preventative maintenance, vehicle repairs ensuring all NSC and DOT policy compliance and regulatory requirements and supervise all shop activities to ensure maximum productivity.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manage scheduling of vehicles for repair and maintenance and keep files as required;
- Establish and maintain vehicle preventive maintenance schedules;
- Supervise and evaluate employees assigned to fleet maintenance including: Mechanics, Fuel Technicians and helpers;
- Ensure proper files are maintained for NSC & DOT;
- Respond to breakdowns and/or accidents in a timely manner;
- Prioritize work order and assign appropriate shop staff;
- Review and approve completed work orders;
- Monitor fleet appearance and report body damage as a result of either abuse or accident;
- Ensure effective and efficient inventory controls and conduct quarterly physical inventory counts;
- Provide guidance and direction to all staff members assigned to Fleet Maintenance;
- Recommends all contract vehicle repairs;
- Assist with the development of the department's annual budget;
- Responsible for inventory records of supplies and parts;
- Practice safe work habits and use personal protective equipment as required;
- Routinely inspect all shop equipment and work area to maintain a safe environment for our employees;
- Work irregular hours and respond to after-hours emergency calls as needed;
- Performs other duties as assigned.

**JOB REQUIREMENTS**

- Strong computer skills with experience in Excel, Word, Office Outlook (email), Internet Explorer and capable to learn and/or function with other in-house software;
- Ability to quickly pick up on new software programs in a changing environment;
- Able to make quick well thought out decisions quickly in a high passed shop environment;
- Strong communication skills (verbal and written);
- Strong organizational skills;
- Ability to multi-task and prioritize;
- Must be able to work with limited supervision;

- Strong problem solving and analytical skills;
- Positive work attitude, team player and exhibits a professional manner;
- Understanding of environmental reporting requirements & spill response.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Post-secondary education in a related field or equivalent;
- Valid current Journeyman Mechanic's licence;
- Minimum 4 years of directly related experience;
- Valid class 3 driver's licence with Air Endorsement;
- Clean driving record;
- Previous Supervisory experience required;
- Mechanical Supervisory experience preferred;
- Hold or have the ability to obtain a fork lift operator license;
- Hydraulics experience an asset.

**WORKING ENVIRONMENT**

- Overtime and travel will be required;
- Travel to off-site locations may be required;
- Safety equipment will be required, e.g. steel-toed safety boots, safety glasses/goggles, etc.;
- Hazards associated with the trade;
- Work both indoors and outdoors.

**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.