

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 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.