

Title: DOT/Safety Admin

Term: Permanent, Full-Time

Location: Chino, CA

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 DOT/Safety Admin provides support to the wider team of Health, Safety & Environment (HSE) Professionals on the Transmission and Distribution Services projects across North America and reports directly to the Safety & Risk Manager. This role will also provide DOT compliance support.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following highlights the principle areas of work associated with this role, noting that additional tasks may be required to ensure these areas of responsibilities are completed/ maintained:

Performance & Information Management

- Provide expert user support of various management systems, databases and mobile applications on behalf of the business.

Competence & Development

- Assist with the development of a competency management framework for the business;
- Track & maintain competency records and coordinate delivery of training sessions with internal and external suppliers.

DOT Compliance

- Provide administrative support with DOT compliance.;

Team & Technical Support

- Provide day to day administrative support for the department, coordination of diaries, meetings and travel arrangements etc.;
- Provide document control along with preparation & review of policies and procedures;
- Provide information and evidence to support the organizations bid department where required;
- Help cascade learning from incidents across the business.

JOB REQUIREMENTS

- Knowledge of workplace safety regulations and employer responsibilities desired;
- Strong computer skills and experience operating a variety of database and information management systems;
- Demonstrated ability to act with discretion, confidentiality and good judgement;
- Professional demeanor, self motivated, and highly detail oriented practices;
- Flexible and able to work well under deadlines and changing priorities;
- Excellent organizational and time management abilities required to prioritize a high volume of tasks or competing priorities;
- Solid interpersonal and communication skills (both oral and written);

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- Proven problem-solving skills with the ability to visualize and deliver creative solutions;
- Able to work efficiently with minimal supervision;
- Ability to work collaboratively in a team environment.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- College Diploma or certification; or relevant training courses and related experience;
- Minimum 3 to 5 years' experience in a similar role;
- Knowledge of DOT – FMCSA Regulations;
- Experience in the construction or utilities industry preferred.

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.

ROKSTAD POWER

- 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.

HOW TO APPLY

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.