

Title: Assistant Project Manager

Term: Permanent, Full-Time

Locations: 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

Come join our project management team at Rokstad Power! At Rokstad, we believe in cultivating a team that succeeds together and takes pride in providing a quality product to our customers. We provide power delivery solutions to a variety of utility companies.

Rokstad Power is currently looking for an Assistant Project Manager to join our Southern California Team serving SCE in Chino, California. The Assistant Project Manager is responsible for project oversight from workorder receipt to completed project delivery. The Assistant Project Manager will ensure proper data management, clear communication internally and externally, and integration of all back office and construction phases.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage new work from customer and release to field once all front-end requirements are met;
- Maintain work statuses and track paperwork within data management system;
- Lead internal meetings regarding work statuses, pending paperwork, and other aspects of the construction lifecycle/deliverables;
- Direct Click updates based on internal data;
- Act as main point of contact for SCE regarding work and paperwork statuses;
- Oversee all back-office and construction activities to remove impediments and mitigate bottlenecks;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Excellent communication skills, both verbal and written;
- Detail orientation and ability to dig deep and draw insights from data;
- Able to build and manage relationships with customers, internal and external service providers;
- Strong analytical and problem-solving skills;
- Well organized, fast learner and able to follow instructions;
- Able to work independently and collaboratively in a team environment;
- Knowledge of Safety Practice Regulations would be an asset;
- Valid Driver's License is required, as this position requires driving and site visits;
- Knowledge of transmission and distribution line construction means and methods an asset.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Diploma or Degree in related field preferred;
- Minimum 2 years' of directly related utility industry experience;
- Preference will be given to those with SCE experience;
- Proficiency with Microsoft Excel, Word, and PowerPoint;

- Quickbase experience preferred but not required.

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 qualifications. The salary range for this position is \$80,000 - \$105,000.

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.