

**Title: Assistant Project Manager****Term: Permanent, Full-Time****Location: Oklahoma****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 Assistant Project Manager will be involved in the coordination of site construction activities including planning, scheduling, administrating of contracts, supervising, resolving, and reporting on the daily issues that arise.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work directly with the Project Manager and Construction Manager to plan, schedule, coordinate, and monitor the work;
- Develop Look-Ahead Schedules and Daily Work Plans, and Work Permits;
- Assist with administration of the Quality Management Plan, and preparation and submission of Quality Documents;
- Prepare and submit RFI's;
- Track productivity, and maintain log of issues and delays;
- Assist in resources planning and tracking;
- Contribute a positive safety leadership attitude to corporate culture;
- Remain current with Industry Best Management Practices and put forward ideas to management on how to improve Business Operations;
- Other duties may be assigned consistent with job description.

**JOB REQUIREMENTS**

- Well organized, fast learner and able to follow instructions;
- Excellent communication skills, both verbal and written;
- Strong analytical and problem-solving skills;
- 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;
- Ability to travel to and work at project locations situated throughout North America.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Diploma or Degree in Engineering (Civil, Structural or Electrical) is preferred;
- Minimum 2 years' of directly related experience;
- Proficiency with computer applications, including Microsoft Office suite;
- Experience with computer-based scheduling and tracking software an asset;
- Prior experience in a construction, engineering and/or utility environment 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.
- 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](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.