

Title: Tool & Equipment Manager – Electricity Transmission**Term: Permanent, Full-Time****Location: Dallas, Texas****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 Tool & Equipment Manager is responsible for managing all aspects of tooling and equipment flow and maintaining control and accuracy over all inventory for the Transmission Solutions division while ensuring that Transmission Solutions project sites have adequate tools and equipment on a timely basis to achieve their objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Communicates with respective District Fleet Manager, project teams and/or local suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems;
- Monitor inventory levels, overseeing the constant flow of stock in and out, and replenish when necessary;
- Maintain optimal levels of inventory for availability as the need arises;
- Responsible for forecasting Transmission Solutions projects future inventory needs;
- Receive, store and distribute tools and equipment as needed;
- Identify opportunities for operational improvements;
- Prepare, maintain, and update inventory documentation and files;
- Liaison with the Accounting Department to reconcile invoices and purchase orders;
- Prepare various activity and inventory reports as requested and required;
- Maintain open dialogue with other management to coordinate activities and improve performance and productivity;
- Other duties may be assigned consistent with job description.

JOB REQUIREMENTS

- Excellent organizational and planning skills;
- Strong interpersonal skills and very comfortable speaking with suppliers;
- Strong team player who is able to work independently with minimal supervision to complete work assignments;
- Ability to prioritize work, manage multiple priorities and deliver in a timely manner;
- Must be very adaptable and very open to changes;
- Ability to accurately track inventory and create reports;
- Very strong commitment and determination to complete tasks on time and meet deadlines;
- Strong problem solving skills;
- Proactive and show initiative to take on extra duties without being asked;
- Must be willing to offer suggestions and feedback to increase efficiencies;
- Valid driver's license;
- Detailed knowledge of electricity transmission tooling and equipment requirements.

EDUCATION, EXPERIENCE AND/OR CREDENTIALS

- Post-secondary education in Business, Operations or Inventory Management would be an asset;
- Minimum 5 years' of directly related experience preferably in the construction industry;
- Excellent computer skills.

WORKING ENVIRONMENT

- 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.

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.