

**Title: Fleet Operations Manager****Term: Permanent, Full-Time****Location: Coquitlam, BC****Date Posted: March 1, 2017****Closing Date: Open Until Filled****ROKSTAD STRATEGIC INTENT**

We are the only family-orientated energy infrastructure company that employs highly-skilled professionals who deliver industry-leading solutions and techniques that enable power system owners and operators -- across North America and expanding around the world -- to deliver power in an era of aging infrastructure and increasing energy demands.

**SUMMARY**

This strong fleet operations leader will play a vital role at Rokstad to support operational teams by providing the safest, most productive equipment solutions on the market. The Fleet Operations Manager will work closely with operational and field personnel across Canada to facilitate services for Rokstad's Fleet as it relates to commercial vehicle compliance, preventative maintenance, and testing. This position plays an integral part in our fast paced, dynamic and growth orientated business environment.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Schedules and coordinates maintenance requirements and activities to safely and efficiently meet/exceed Rokstad's established targets;
- Maintains the budget for both capital and operating expenses;
- Works with the operational managers to establish and align expectations and deliverables i.e. Rokstad's vehicle, equipment and operational requirements;
- Ensures effectiveness and efficiency of processes to deliver quality services;
- Maintains and develops policies and procedures to ensure maximum productivity and effectiveness of fleet resources;
- Fosters strong working relationships with union members;
- Supervises assigned staff, handles employee concerns, directs work assignments, and manages performance;
- Coordinates the transfer of repairs from one location to another to expedite completion;
- Works with operations leadership to ensure that vehicles are appropriately assigned to crews;
- Ensures core operational service objectives are met;
- Other duties as required.

**JOB REQUIREMENTS**

- Proven team player with strong analytical, negotiation, communication and conflict management skills;
- Ability to take ownership of issues, initiate action and make effective decisions;
- Demonstrated experience successfully working across geographic regions – preferably in a unionized environment;
- Ability to exercise initiative, judgement and problem solving skills to complete work, and make decisions based on sound analysis;

- Able to perform and communicate in a highly professional manner in a constantly changing, fast paced environment;
- Excellent interpersonal and organizational skills and the ability to prioritize and multi-task under pressure;
- Excellent verbal and written communication skills;
- Proficient in MS Word, Excel, PowerPoint and MS Outlook;
- Must be available for emergency situations in an on-call basis after regular work hours.

**EDUCATION, EXPERIENCE AND/OR CREDENTIALS**

- Minimum of 5 years’ experience in fleet operations within a medium sized organization (200 – 300 vehicles which includes company cars, pick-ups and specialized trucks) or certified Public Fleet Professional Designation (CPRF), or Certified Automotive Fleet Manager Designation (CAFM), or equivalent;
- Undergraduate Degree (or equivalent experience) focused on operations management, including business process improvement, reporting, forecasting and resource planning;
- Ability to comprehend, interpret and apply regulations, procedures and related information;
- Relevant technical Trades Qualification or strong trades background would be an asset;
- Experience and proficiency in the use and application of maintenance management systems;
- Able to travel to other Rokstad locations as required.

**WORKING ENVIRONMENT**

- Fast paced, tight deadlines and high work volume

**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](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.