



Vertical Bridge Job Description

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| Job Title: | Construction Manager | Date: | 9/14/2017 |
| Department: | Development | Location: | Houston, TX |
| Reports To: | Director of Construction | FLSA Status: | Exempt |

Summary:

The position is responsible for complete scheduling, coordination and oversight of all activities required to construct new sites.

Job Functions:

1. Establish and maintain daily project plans for multiple sites as required; work directly with clients, if required, with support from internal and external resources
2. Assist in defining construction Statement of Work (SOW) for Request for Proposal (RFP) process as required for all contractors and material vendors to provide construction services to complete the project(s)
3. Attend any A&E walks as requested by PMs to determine constructability of sites and make any needed adjustments for cost savings
4. Inspect job sites as required to ensure construction is completed according to plans and VB/customer specifications. Make any required request to correct any deficiencies that are identified.
5. Ensure that all VB and OSHA safety practices are being adhered to during all phases of construction. Immediately stop work on any site where unsafe activities or conditions exist. Work with contractor to bring all activities into compliance.
6. Coordinate or attend any utility walks as needed to establish proper routing of utilities and assist in any cost saving measures
7. Know VB construction specifications for site build conformance
8. Assist internal personnel regarding the coordination and delivery of anchors and towers when required
9. Manage contractors from BP, construction activities, OTHVR and job close-out (Certificate of Occupancy)
10. Handle day to day project level customer, contractor, and internal communications – verbal and written
11. Develop and nurture client and vendor relationship by identifying requirements; anticipating and resolving problems
12. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
13. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution. Ensure assigned projects do not exceed allotted budget or scheduled timelines
14. Assist in preparation, coordination, and close out all required accounting requirements for each project including requisitions, purchase orders and invoice approvals
15. Complete all project closeouts including site walks, punch list item completion, document scanning, site binder, and accounting
16. Maintain all project records and data on company database and utilize workflow and project management tools to manage assigned projects
17. Assist in selection of contractors to bid the construction of sites



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18. Perform other duties as assigned by the Vice President of Development or Director of Construction

These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.

Supervisory Responsibilities:

None

Working Conditions and Physical Demands:

Working in a combination of field and office environments. Position will involve extensive travel to sites for field activities. It is expected that 40% - 60% of the time this position will be functioning on the road and traveling to various sites while executing all necessary tasks as highlighted above while traveling.

Education and Experience:

1. Four-year degree preferred, Civil or equivalent Engineering degree, or equivalent work experience
2. Minimum 5 years' experience in wireless communication construction and construction project management required
3. Working knowledge of OSHA and industry construction practices and policies regarding safety
4. Proficient user of MS Excel and Word
5. Demonstrated mastery in ongoing multiple tasking and project management skills
6. Required to have a valid driver's license
7. Ability to work in fast-pace and pressured environment
8. Excellent client and vendor relationship skills
9. Effective in an entrepreneurial culture, working independently and as part of a team

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