



Vertical Bridge Job Description

Job Title:	Project Manager	Date:	4/11/18
Department:	Development	Location:	Various Locations
Reports To:	Vice President Development	FLSA Status:	Exempt

Summary:

The Project Manager is responsible for complete coordination of all activities in acquiring, engineering, and constructing new sites.

Job Functions:

1. Coordinate set up of the project(s), budgets, and initiation of all new tower/site builds as approved and assigned
2. Manage turnkey tower development services from SCIP, through ground lease negotiations, due diligence, regulatory permits (Phase I, SHPO, NEPA, FAA, FCC, etc.), zoning, building permits, and construction management
3. Define scope, solicit, and select through RFP processes as required all subcontractors and material vendors to provide site acquisition and construction services to complete the project(s)
4. Establish and maintain daily project plans for multiple contracts as required; work directly with clients with support from internal and external resources
5. Handle day to day project level customer, contractor, and internal communications – verbal and written
6. Develop and nurture client relationship by identifying requirements; anticipating and resolving problems
7. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
8. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution
9. Prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders and invoice approvals
10. Complete all project closeouts including site walks, punch list item completion, document scanning, site binder, and accounting
11. Maintain all project records and data on company database and utilize workflow and project management tools to manage assigned projects
12. Ensure assigned projects do not exceed allotted budget or scheduled timelines
13. Perform other duties as assigned by the VP or Director of Development

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:

Position will work at company facilities and on jobsites as required. Must be able to lift and carry 75 pounds, be able to physically travel and access potential and actual new tower construction sites to observe progress and inspect results of installations. Position will involve some travel.

Education and Experience:

1. Four year degree required, prefer Civil or equivalent Engineering degree
2. Minimum 7 years' experience in wireless communication development, site acquisition and construction project management



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3. Experience with handling and managing P&L of up to \$2 Million per year
4. Proficient user of 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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