



## Vertical Bridge Job Description

<b>Job Title:</b>	Regional Site Technician	<b>Date:</b>	7/3/17
<b>Department:</b>	Operations	<b>Location:</b>	TX, PA or MD, CO, and WI
<b>Reports To:</b>	Regional Operations Manager	<b>FLSA Status:</b>	Exempt

### Purpose:

Responsible for managing field operational aspects of a tower and rooftop asset portfolio. Responsibilities include integration, and maintenance of new and existing towers, rooftops, and tenant installations, regulatory compliance, vendor management, inspection, and site walks.

### Job Functions:

1. Interface with regional operations manager and tenants in the field related tasks for leasing, site design and installation, site visits, walks, and maintenance processes
2. Establish and maintain daily project plans for multiple contracts as required; work directly with vendors and contractors to coordinate project schedules and executions
3. Support the Regional Operations Manager to prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders, invoice approvals, etc.
4. Support Regional Operations Manager to review and recommend tenant installation configurations on tower and in compound
5. Oversee tenant installation projects after the regional operations manager issues the Notice-To-Proceed (NTP)
6. Site walks with tenant – preliminary design site walk, final inspection, punch list, etc.
7. Complete all project closeouts, including site walks, punch list item completion, document scanning and site binder
8. Ensure compliance with regulations regarding proper signage and environmental requirements at all sites
9. Ensure compliance with all Federal, State & Local safety, environmental and zoning code conditions
10. Facilitate tower and building inspections, as required
11. Facilitate tenant access requests, perform site walks, coordinate tenant repairs, and assist with other various requests on Managed properties
12. Conduct site inspections to verify equipment removal, electrical configuration, etc.
13. Routine and on-demand site maintenance and repair activities, including snow removal, grounds maintenance, access road maintenance, trash removal, etc.
14. Handle day-to-day field related project level customer, contractor, and internal communications – verbal and written
15. Develop and nurture client relationship by identifying requirements; anticipating and resolving problems
16. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
17. Assist Mergers & Acquisitions group with the auditing of assets being considered for purchase or site management opportunities. Integrate newly acquired sites within VB's portfolio based on specific timelines as directed by the EVP of Operations



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18. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution
19. Support the Regional Operations Manager to update, upload, and maintain all necessary site information under the control of the operations team up-to-date in company's central database
20. Meet site visits quota as per assigned territory on an annual basis
21. Participate on weekly conference calls and attend team and company meetings at specific locations throughout the year as designated by the company

### **Working Conditions and Physical Demands:**

Working in a combination of field and office environments. Position will involve extensive travel to sites/meeting places for field activities, within region, and to Florida for periodic company meetings. It is expected that over 75% 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.

### **Qualifications:**

1. Four-year advanced degree, prefer Civil, RF, or equivalent Engineering degree
2. Minimum four years' experience in wireless communication development, site construction and telecommunications construction project management
3. Experience with rooftop telecommunications installations and management
4. Thorough knowledge of telecommunication construction practices
5. Required to have a valid driver's license
6. Excellent client and vendor relationship management skills
7. Disciplined, organized, and thorough individual who is a self-starter
8. Demonstrated mastery in multi-tasking and working independently and as part of a team
9. Aptitude for success in corporate environment with an entrepreneurial approach

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