



Vertical Bridge Job Description

Job Title:	Tower Modification and Safety Manager	Date:	6/07/19
Department:	Operations	Location:	N. Sioux City, SD
Reports To:	Vice President of Structural Engineering	FLSA Status:	Exempt

Summary:

The Tower Modification and Safety Manager is responsible for complete coordination of all activities in conducting structural modifications required for Vertical Bridge owned/managed towers. In conjunction, manage the safety requirements as outlined per Vertical Bridge's corporate policies and industry best practices for companies working on Vertical Bridge tower sites.

Job Functions:

1. Work closely with the structural engineering team on initiating tower modification projects once the structural analysis is completed and is determined modifications are required
2. Design tower modifications as needed
3. Follow Company's existing tower modification processes closely
4. Manage formulating tower modification bid packages
5. Oversee the selection of tower modification vendors based on bid responses
6. Calculate capital contribution per tenant and Vertical Bridge for each modification project, prepare modification ROI model as per the Company's standardized model and submit for approval
7. Oversee complete implementation of the recommended modifications on each tower including verification of proper design, project timelines, budget, PO's, invoices, and client and vendor relationship management
8. Prepare and report on the weekly KPIs for all modification projects
9. Provide weekly updates on the ongoing projects to Operations and Leasing teams
10. Obtain project completion documentation including Post Modification Inspection Report (PMIR) from the vendors, review with VP of Structural Engineering and file and store all necessary documents on the Company database
11. When the need arises, help the Structural Engineering team in the completion of structural analysis work
12. Assure the contractors, tower climbers, etc. who access our tower sites are properly trained, have proper certification and practice the safety procedures required by the Company and industry accepted practices and certifications such as NATE requirements
13. Stay updated on all new safety developments within the wireless industry so they can be properly implemented across Vertical Bridge's Operations and Development departments
14. Track any issues that may arise due to safety issues and verify that vendors do not repeat the same issues on our sites
15. Document any safety issues reported and address with the proper companies / individuals involved
16. When necessary, represent Vertical Bridge at wireless industry safety seminars
17. Provide input and think creatively on ways to improve the tower modification process and vendor safety
18. Attend team meetings and discussions as necessary

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

Supervisory Responsibilities:

None (initially)



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Working Conditions and Physical Demands:

Position will work directly from the Engineering office in N. Sioux City, SD with some travel required. Must be able to lift and carry 75 lbs., be able to physically travel and access potential and actual tower constructions sites to observe progress and inspect results of installations and modifications. Required to attend department and company meetings.

Education and Experience:

1. Bachelor's degree with emphasis in civil / structural engineering required
2. 4+ years of experience in the tower construction and modification in the telecommunications industry required
3. 2+ years of experience with acquisition, modification and construction project management
4. Registration as a professional engineer preferred
5. Familiarity with NATE safety practices and procedures required
6. Required to have a valid driver's license
7. Proficient user of Excel, Outlook and VPN environment apps
8. Ability to work in fast-paced, high-growth changing environment with a high level of productivity
9. Effective in an entrepreneurial culture, working independently and as part of a team

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