



Vertical Bridge Job Description

Job Title:	Utility Program Manager	Date:	7/12/18
Department:	Mergers and Acquisitions	Location:	Boca Raton
Reports To:	Sr. Vice President M&A	FLSA Status:	Exempt

Summary:

The company is well positioned and has established successful relationships with traditional and existing wireless carriers, OEMs, radio and TV broadcasters and some of the most prestigious property owner portfolios in the country. The Company has existing utility relationships with Dominion Power and Lower Colorado River Authority and is looking to establish additional utility relationships. The Utility Program Manager will be the day-to-day liaison with the utilities and with the VB leasing and operations teams to ensure success for each of the utility partner programs.

Job Functions:

1. Work closely with VB leasing, development, operations and IT teams to fully understand the company's capabilities, solutions, and programs that have been established with each utility partner.
 - a. Stay current on new developments within VB and implement new processes within utility program as appropriate
2. The role is responsible for staying current on new initiatives within the Utility partner which may have impact on the program
 - a. Track personnel changes within utility which may impact the program
 - b. Stay current on new developments within each utility partner and implement/refine VB leasing partner processes as appropriate to accommodate utility partner internal changes
3. Interface with leasing and/or development along with the utility partner on each new tenant opportunity to ensure tenants are on boarded in an expeditious manner and consistent with the terms of each established utility program
4. Work with the utility partners to streamline processes while adhering to the utility partners internal safety and quality procedures
5. Ensure timely and effective program progress communications with each program partner including:
 - a. An annual executive review
 - b. Periodic program updates to include- new build sites, new leasing, program enhancements, etc.
 - c. Owner's portal accuracy and completeness of content
 - d. Day-to-day communications with the partner utility team

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 directly from the corporate office with some travel primarily to visit utility partners on a periodic basis. Required to attend department and company meetings.

Education and Experience:

1. Four-year degree required, preferably in business or technology or other related fields
2. Minimum 3 years of experience at a utility in a role responsible for facilitating wireless attachments on utility assets required
3. Sound knowledge of the utility industry processes and procedures is required



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4. Previous tower and other communication infrastructure operations experience is preferred
5. Ability to work in an outward (partner) facing capacity
6. Demonstrated mastery in multi-tasking
7. Ability to work independently and as part of a team
8. Good oral and written communication skills
9. Aptitude for success in an entrepreneurial corporate environment

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