



Vertical Bridge Job Description

Job Title:	Engineering Coordinator	Date:	05/18/22
Department:	Operations	Location:	Boca Raton, FL
Reports To:	Vice President of Structural Engineering	FLSA Status:	Exempt

Purpose:

Responsible for the coordination of operational tasks within the Structural Engineering/Operations team. To support completion of required tasks for Vertical Bridge's structural analyses, tower modifications, TIA inspections and tower maintenance programs.

Job Functions:

1. Create and issue purchase orders, purchase order requests, and check requests related to Engineering projects
2. Continuously update Vertical Bridge's internal project tracking software with information regarding structural analysis, mount analysis, and structural modification related tasks
3. Upload and maintain site information and vendor deliverables in corporate database related to engineering tasks and ensure accuracy of information before uploading and approving invoices
4. Various data mining and database revision activities relying on Excel formulas and pivot tables as well as Vertical Bridge's internal project tracking software
5. Coordination of tower mappings and foundation mapping works, geotechnical reports as well as maintenance and repair projects
6. Track, review, and report invoices related to the engineering team
7. Assist with the integration and maintenance of newly acquired tower sites
8. Collaborate with supervisor to ensure the Operations Manual is current and information is updated timely
9. Coordinate additional requirements for structural analyses requested from local municipalities/jurisdictions and vendors
10. Communicate with clients on the status of projects
11. Provide support to the Engineering teams with daily workload
12. Other special projects as assigned by supervisor

Supervisory Requirements:

None

Working Conditions and Physical Demands:

Position will work directly from the corporate office with minimal travel. Required to attend department and company meetings.

Education and Experience:

1. Four-year degree preferred, preferably in Business or another related field
2. Minimum 3 years of project coordination or management and administrative support experience in the wireless communications or broadcast industry preferred
3. Previous tower operations and other wireless communications experience are preferred
4. Advanced knowledge of MS Excel including data comparison, formulas, and pivot tables
5. Demonstrated mastery in multi-tasking and working independently and as part of a team
6. Effective in an entrepreneurial culture, working independently and as part of a team



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Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.