



## Vertical Bridge Job Description

**Job Title:** Regional Operations Manager – NC, SC, VA, WV, DC      **Date:** 11/11/2022

**Department:** Operations      **Location:** North Carolina

**Reports To:** Director of Operations      **FLSA Status:** Exempt

### **Purpose:**

Responsible for managing operational aspects of a tower and rooftop asset portfolio. Responsibilities include integration and maintenance of new and existing towers, Tenant collocations on rooftops and tower assets, regulatory compliance, vendor management, inspection, and sales support.

### **Job Functions:**

1. Manage the regional repair and maintenance budget assigned to the region. Regions include NC, SC, VA, WV, DC
2. Manage the day-to-day activities and performance of the regional site technician assigned to the region
3. Interface with Regional Leasing Managers and tenants in the leasing, site design and installation processes
4. Establish and maintain daily project plans for multiple contracts as required, work directly with clients with support from internal and external resources
5. Prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders, invoice approvals, etc. on timely manners based on the company's required timelines
6. Review and recommend tenant installation configurations on tower and in compound. Approve tenant co-location application, making certain all fields within the application are reviewed for accuracy. Utilize VB databases to ensure new collocation proposed locations are available.
7. Prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders, invoice approvals, etc. on timely manners based on the company's required timelines
8. Review and recommend tenant installation configurations on tower and in compound. Approve tenant co-location application, making certain all fields within the application are reviewed for accuracy. Utilize VB databases to ensure new collocation proposed locations are available
9. Obtain current certificates of insurance showing job identification or name for any vendor performing services
10. Communicate construction notice-to-proceed requirements to tenant and contractors
11. Perform site walks with tenant – preliminary design site walk, final inspection, punch list, etc.
12. Complete all project closeouts, including site walks, punch list item completion, document scanning, site binder, and accounting
13. Ensure all construction related documentation (permits, as-built drawings, etc.) is incorporated into project filing system (scanned and hard copies)
14. Ensure compliance with regulations regarding proper signage, environmental, the FAA and FCC requirements at all sites
15. Ensure compliance with all federal, state & local safety, environmental and zoning code conditions
16. Ensure timely closure of NOTAMs on lit sites based on the company's policies and procedures
17. Facilitate tower and building inspections, as required
18. Conduct site inspections to verify equipment removal, electrical configuration, etc.
19. Complete routine and on-demand site maintenance and repair activities, including snow removal, grounds maintenance, access road maintenance, trash removal, etc.



## Vertical Bridge Job Description

20. Handle day-to-day project level customer, contractor, and internal communications – verbal and written
21. Develop and nurture client relationship by identifying requirements, anticipating and resolving problems
22. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
23. 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 Executive VP of Operations
24. Interface with Lease Administration regarding due diligence package questions and other site related issues
25. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution
26. Update and maintain all necessary site information under the control of the operations team up to date in company's central database. Ensure Data integrity and quality of information added to VB data base platforms
27. Meet site visits quota as per assigned territory on an annual basis
28. Manage assigned territory's operational and capital budgets for repair, maintenance, and upgrade activities of sites and ensure that the budget is not exceeded
29. Participate on weekly/daily 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 50% 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 seven years' experience in wireless communication development, site construction and telecommunications construction project management
3. Minimum five years' experience with rooftop telecommunications installations and management
4. Thorough knowledge of telecommunication construction practices
5. Experience with handling and managing P&L of up to \$2 Million per year
6. Excellent client relationship management skills
7. Required to have a valid driver's license
8. Disciplined, organized, and thorough individual who is a self-starter
9. Effective in an entrepreneurial culture, working independently and as part of a team

*Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V*