



Vertical Bridge Job Description

Job Title:	Associate Project Manager	Date:	04/14/23
Department:	Development	Location:	Boca Raton
Reports To:	Project Director	FLSA Status:	Exempt

Summary:

The Associate Project Manager is responsible for assisting on the complete coordination of all activities in acquiring, engineering, and constructing new sites. On a limited basis, the Associate Project Manager will assume lead on smaller subset of sites.

Job Functions:

1. Assist and/or manage turnkey tower development services from SCIP, through ground lease negotiations, due diligence, regulatory permits (Phase I, SHPO, NEPA, FAA, FCC, etc.), zoning, building permits and coordination with the construction team for sites to be carrier install-ready.
 - a. This may involve being assigned one task within the development process to learn as a standalone project which may support multiple Project Managers
2. Coordinate the set-up of the project(s), budgets, and initiation of new tower/site builds as approved and assigned
3. Solicit and select pre-approved vendors to provide site acquisition, engineering and permitting services to complete the project(s)
4. Establish and maintain daily project plans for multiple sites as required, work directly with clients with support from internal and external resources
5. Handle day to day project level client, vendor, and internal communications – verbal and written
6. Identify problems as you see them and escalate internally for resolution. This position does not require any escalation with the clientele
7. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
8. Initiate and conduct necessary meetings with vendors to keep project on schedule and within budget
9. Prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders and invoice approvals
10. Complete all project closeouts including site walks, punch list item completion, document scanning, site binder, and accounting
11. Learn familiarity with construction drawings and redline process, environmental reports, title, lease terms and government approvals
12. Perform other duties as assigned by the Project Director

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 on jobsites as required and will involve limited travel

Education and Experience:

1. Four-year degree preferred, prefer engineering or business degree
2. Minimum 3 years' experience in wireless communication development, site acquisition and construction project management



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3. Proficient user of Word and advanced user of Excel
4. Demonstrated proficiency in ongoing multiple tasking and project management skills
5. Excellent client and vendor relationship skills
6. Required to have a valid driver's license
7. Ability to work in fast-pace and pressured environment
8. Effective in an entrepreneurial culture, working independently and as part of a team

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