



Vertical Bridge Job Description

Job Title:	Construction Coordinator – Towers	Date:	04/05/23
Department:	Development	Location:	Boca Raton
Reports To:	Procurement Manager	FLSA Status:	Exempt

Summary:

The position is responsible for the procurement of tower pricing and other services required for budgeting/modeling of new sites as well as assisting Construction/Procurement with the coordination and tracking of tower logistics and the delivery process.

Job Functions:

1. Request tower pricing from selected tower vendors, evaluate pricing and award based upon pricing, quality, lead times, and past performance.
2. Ensure understanding of Vertical Bridge's and the industries typical tower loading requirements as well as the carrier's required SLA loading and vertical envelope.
3. Work with Procurement Director to establish Tower Rebate program with tower vendors on an annual basis
4. Maintain working knowledge of VB construction specifications and VB tower design standards
5. Assist in procuring any services, i.e., Geotech's, applicable Fall zone letters/tower and foundation designs, which are required to design/construct sites
6. Ensure understanding of latest design standards for towers (EIA/TIA-222-H) and work with tower vendors if required to contact jurisdictions to ensure code compliance
7. Provide support on Development projects to Construction Manager(s) regarding the on-time delivery of anchor bolts and towers to maintain schedules and meet company projections. Coordinate between tower vendors and VB personnel to set up deliveries to project sites as requested.
8. Work with respective architectural and engineering (A&E) vendor partners and Project/Construction Managers on specific projects to provide support on site layout regarding tower placement, hand hole orientation, jurisdictional tower design requirements (i.e., fall zone requirements, stealth structure requirements)
9. Maintain updates thru tracking and recording regarding tower quotes, awards, purchase order issue dates, Tower & Foundation design drawings, fabrication release, ready to ship dates (RTS) and delivery coordination and completion for all VB NSB projects.
10. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
11. Maintain all project records and data on company database and utilize workflow and project management tools to manage assigned projects
12. Perform other duties as assigned by the Director of Construction or VP of Development

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 primarily at company facilities with the possibility of an occasional visit to a job site. Must be able to lift and carry 25 pounds.



Vertical Bridge Job Description

Education and Experience:

1. Four-year degree preferred in engineering or construction or equivalent work experience
2. Minimum 2 years' experience in wireless communication construction and construction project management preferred
3. Working knowledge of carrier's loading requirements and basic understanding of industry design standard for towers (EIA/TIA-222-G)
4. Proficient user of Excel and Word
5. Demonstrated proficiency in multiple tasking and project management skills
6. Excellent client and vendor relationship skills
7. Required to have a valid driver's license
8. Ability to work in fast-pace and pressured environment
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.