

Northwest Communications Union District

Job Description: Operations Project Manager

SUMMARY

NWCUD is seeking an Operations Project Manager with experience managing contractors and vendors building an Outside Plant (OSP) fiber optic network. We're looking for a confident and capable manager to assist with our pre-construction and construction efforts including managing our contractors, data, facilities, and materials. This position directly interfaces with the NWCUD Governing Board, regional utilities, local municipalities, contracted vendors, and reports to the NWCUD Executive Director. The optimal candidate will have relatable experience and a proven track record in the industry. We are looking for a high-character, ambitious, and highly motivated individual that is looking to join an organization seeking to solve broadband inequity in Northwest Vermont.

PRIMARY RESPONSIBILITIES

- Actively manage project-level activities with internal and external resources to meet deadlines within budget and within specification throughout entire build effort.
- Overall management of individual projects including site survey, design, procurement, installation, testing/commissioning, and integration.
- Project planning fundamentals: initiating, planning, estimating, resourcing, scheduling, and budgeting.
- Process and manage pole applications with contractor & Make Ready work to meet deadlines and milestones of construction process.
- Be accountable for all deployment activities including but not limited to fiber network design, leasing, due diligence, architectural/engineering, zoning, permitting, project management, construction management, system acceptance, NOC integration, and closeout packages.
- Monitors budgeting, scheduling, and scoping tasks on multiple projects.
- Maintains all project documentation and filings.
- Review system designs to ensure proper construction of underground and aerial fiber optics builds.
- Oversee the project inventory management database.
- Maintains all project documentation and filings.
- Daily and weekly reporting on project milestones and updates.
- Ability to go into the field on an as-needed basis.
- Other duties as assigned.

EXPERIENCE REQUIRED

- 10+ years of experience developing and evaluating telecommunications facilities with a emphasis on network deployments and managing fiber operations.
- Experience in negotiating Contract Agreements, producing Statements of Work (SOW) and Requests for Proposal (RFP).

- History developing fiber optic network deployment program schedules and budgets
- Ability to track progress, document decisions, and update project status
- Effective interpersonal skills with all levels of management
- Proficient in Microsoft Office & Google Earth
- Highly organized and detail oriented
- Bachelor's degree specializing in optical engineering/electrical engineering/information technology or equivalent experience
- Travel up to 25%
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EXPERIENCE DESIRED

- OSP and ISP construction experience
- Open Access network development
- Dark Fiber contract management experience
- ARC GIS or Vetro Fibermap experience

EMPLOYMENT

Working conditions are an office environment, field observation of construction and assets, and meeting with state and local regulatory bodies. Some statewide travel is required as well as occasional industry events. In the short term, the position will consist of full-time remote work, but office presence may be expected later.

This is a full-time salaried exempt position reporting to the NWCUD Executive Director. Compensation will be competitive and appropriate to qualifications. Benefits include health insurance with 80% employer contribution, retirement savings contribution, and paid time off.

NWCUD is an Equal Opportunity Employer.