



JOB TITLE: Project Manager

JOB SUMMARY

This position acts as a liaison between the customer and utility, state, and township agencies for the purpose of new fiber and coax construction. You will oversee the construction and fulfillment projects and manage day-to-day reporting as needed.

MAJOR DUTIES AND RESPONSIBILITIES

- Plans, organizes, secures, and manages resources to successfully complete specific project goals and objectives
- Partners and coordinates with project stakeholders, internal customers, external vendors, and cross-functional teams
- Uses industry-accepted PM knowledge, skills, tools and techniques to achieve a project's stated objectives
- Manages project personnel
- Establishes and implements project management processes and methodologies to ensure projects are delivered on time, within budget, adhere to high-quality standards, and meet customer expectations
- Translates project requirements into project objectives and tasks
- Develop detailed project schedules, project estimates, resource plans, and status reports; tracks key project milestones and adjusts project plans and/or resources to meet needs of customers
- Develops and executes management plans for time, cost, scope, quality, communications, risk, human resources, procurement and integration
- Secures and mentors resources
- Manages the project budget and financial resources
- Ensures that the project assets such as vehicles, test equipment, tools, etc. are in good working condition and are well maintained
- Communicates major milestones and identifies potential project risks; conducts regular status meetings to review project activities; manages prioritization procedures
- Sets and manages client expectations, managing and escalating issues and changes

- Evaluates the impacts and risks of changes from multiple perspectives, assigns tasks that are necessary to reduce or eliminate those considerations, determines tentative implementation dates, and tracks results of the implementation;
- Develops methods to measure customer satisfaction; obtains feedback at critical milestones and at project completion to ensure that project efforts meeting customer expectations for time, cost, and results
- Anticipates and identifies tasks required to support change processing including performing change impact analysis, assigning tasks to project team members, verbally communicating complex issues, verifying that tasks are completed, and communicating implementation status
- Accountable for the creation and submission of as-built maps and diagrams or other final documentation
- Accountable for the accuracy of the final documentation/deliverables

REQUIRED QUALIFICATIONS

- Five (5) years of experience in the construction, maintenance, and repair of the outside plant (OSP) that supports telecommunications services (Telephone, CATV, and High-Speed Internet)
- Working knowledge of safe construction practices used in building aerial and underground communications networks
- Demonstrated problem solving and analytical thinking skills
- Knowledge of N.E.C and N.E.S. C. for communications for outside plant and construction practice and inside and around buildings.

Preferred

- Working knowledge of fiberoptic materials and devices that deliver Telephone, CATV, and High-Speed Internet service
- Working knowledge of a Project Management Office (PMO)

EDUCATION

- Bachelor's degree or equivalent education and experience. 5+ years related experience
- Military supervisory experience a plus

WORK ENVIRONMENT

- Must perform work with minimal supervision
- Must be able to prioritize multiple projects and perform under pressure

- Must negotiate timeframes for completion and meet critical deadlines
- Must be willing and able to work with other coworkers to complete job assignments

EEO STATEMENT

We are committed to providing equal employment opportunities to all persons regardless of race, color, ancestry, citizenship, national origin, religion, veteran status, disability, genetic characteristic or information, age, gender, sexual orientation, gender identity, marital status, family status, pregnancy, or other legally protected status (collectively, "protected statuses"). We do not tolerate unlawful discrimination in any employment decisions, including recruiting, hiring, compensation, promotion, benefits, discipline, termination, job assignments or training.

DISCLAIMER

The above job definition information has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Job duties and responsibilities are subject to change based on changing business needs and conditions.