

JOB DESCRIPTION

JOB TITLE:	Project Manager, OSP Construction	REPORTS TO:	Construction Manager
Location:	Oklahoma, Kansas, Nebraska	SUPERVISION OF:	Field Staff

ElectriCom, a Utility Construction company founded in 1960, has experienced continuous growth since its inception. The company takes pride on focusing on family values both in the workplace and with its customer base. ElectriCom seeks employees with the ability and desire to work for a progressive company. ElectriCom offers a competitive package for both wages and benefits. Employees who show quality performance will have the opportunity for advancement and further development of skills. ElectriCom is an Equal Opportunity Employer.

JOB FUNCTION/PURPOSE

The Project Manager, OSP Construction is responsible for the completion of projects or programs and oversees all aspects of the project lifecycle in a turn-key environment. The Project Manager will be responsible for a variety of projects and will rely heavily on experience and judgment to plan, organize and successfully complete projects and programs. Successful experience with large, complex turn-key programs is a must.

DUTIES AND RESPONSIBILITIES

- Single field point of contact to manage the deployment, execution and closeout of a variety of fiber optic projects to include RUS Telecommunication, fiber to the cell-site (FTTCS), fiber to the building (FTTB), fiber to the home (FTTH), backhaul, backbone, and metro fiber ring build-outs in rural, residential, and metropolitan areas
- Take ownership of projects by working with Construction Manager to develop sound preliminary labor plans and project schedules, while continuously monitoring the plan, and modify the plan as needed to maintain or exceed expected production.
- Establishing process to account for end to end workflow that identify all turn-key touch points necessary to fulfill contractual obligations specific within a particular customer engagement
- Able to prepare complete, clear, and concise reports, change order proposals and required project documentation in a timely consistent manner; able to prepare accurate monthly cost to complete projections on each assigned project.
- Able to plan and efficiently schedule responsibilities to ensure maximum productivity and responsiveness to client needs and project schedules
- Able to identify and estimate cost of proposed change orders
- Able to provide prompt response to client concerns by effective use of company resources to improve client satisfaction and maintain long term positive relationships; speak and write diplomatically to avoid client conflicts and document all concerns and follow up conversations in writing until concern is resolved.

JOB DESCRIPTION

- Lead a project team within residential, rural, and metropolitan areas including in-house crews and sub-contractors
- Manage project budget, scope definition, and project lifecycle with profit and loss responsibilities under Construction Manager direction
- Manage and track project milestones and timelines. Track, review, and approve in-house and sub-contractor daily production reports, create and manage progressive project documentation
- Manage project scope of work (SOW), project change orders and materials procurement sufficient to meet contractual requirements
- Managing relationship to coordinate with customers, city officials, jurisdictional authorities, and utility representatives
- Assisting in building out both underground and aerial aspects of the FTTH network, which requires the quality to be held to the strictest of standards. Supervise in-house and subcontract resources.
- Generate reports and provide feedback based upon information received and knowledge of industry standards and experience
- Provide technical support for Field Operations and Customers
- Customer service, including: interfacing with the customer, providing guidance in getting the best solution for their application
- Working knowledge in underground utility construction, including conduit construction, knowledge of Outside Plant Safety and Procedures, working knowledge of engineering work prints, ability to understand and interpret construction documents as applicable
- Ensure start and completion dates for each aspect of the customer's expectations. Pre-plan to ensure that resources are available for the start of construction, splicing and clean-up
- Complete construction work sheets every morning and ensure their accuracy
- Monitor and track work of our contractors to ensure accountability and accuracy, as well as making sure that specifications are being met and standards are being following for both construction and safety
- Ensure all crews have safety vests, cones, truck signs, hard hats and any other required safety gear. Safety is very important and our crews must maintain a professional appearance.

COMMUNICATION RESPONSIBILITIES/ORGANIZATIONAL RELATIONSHIPS

- Ability to engage with the customer/client, and establish a cohesive relationship
- Ability to listen to customer's needs, and propose solutions to help resolve their issues.
- Be able to communicate internally and externally the technical aspects of the project in a clear and concise way.

JOB DESCRIPTION

EDUCATION & QUALIFICATIONS

- Bachelor's degree in Engineering/Construction Management/Project Management or minimum of 8 years + in the telecommunications industry with outside plant construction, fiber optics, telecommunication architectures, optical transport equipment, and project management experience
- Experience in scheduling projects, cost engineering, budgeting and forecasting costs, reporting project status and costs, procurement and experience in negotiating with sub-contractors and material vendors
- Well organized, accurate, and attentive to details; excellent communication and public relation abilities; strong computer application skills as related to applicable construction management programs; ability to work in a team environment and assist and support others as needed.
- Familiar with all facets of OSP management, including quoting, construction and delivery
- Management experience in driving in-house crews and sub-contractor performance
- Working knowledge of inside and outside plant fiber optic network infrastructure, engineering design and construction
- Knowledge and understanding of network drawings, ISP/OSP records, route maps, scopes of work, interpreting fiber test results, and auditing projects for compliance with scopes of work
- Proficiency with Email, MS Excel, Word, Visio, Google Earth and DWG drawings
- Must possess a valid driver's license and is expected to drive as required to his/her assigned projects in order to ensure on time and on budget delivery
- Must perform on-site surveys and coordinate field meetings to ensure projects meet the delivery/commitment dates identified
- Meet with various municipalities to review project scope and to ensure positive communication is maintained
- Advanced knowledge of public right of way and ISP/OSP Fiber Optic Plant deployments to include maintenance of traffic (MOT)
- Regional travel required

BENEFITS

- Option of choosing between 4 medical benefit plans
- Dental is offered
- Company paid life insurance
- Short and Long term disability
- Vacation accrual begins after 60 days of employment
- 6 Paid Holidays after 60 days of employment
- 16 hours of Personal Business time are awarded January 1st after one year of consecutive employment
- 401(k) Savings Plan with company match