



JOB DESCRIPTION:

OPERATIONS PROJECT MANAGER (FULL-TIME)

DEADLINE FOR APPLICATION: Aug 15, 2022

ABOUT

NEK Broadband is a Communications Union District (CUD) that includes every town in the Northeast Kingdom of Vermont, plus Wolcott. We are building public infrastructure to help ensure that every address that has existing electric utility service will have access to affordable, reliable, and high-speed broadband internet. As a non-profit municipality, any revenue created will go towards building and repairing infrastructure and increasing affordability for our residents. NEK Broadband has an office and warehouse in St. Johnsbury, and performs much of its business remotely.

SUMMARY

NEK Broadband 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 NEK Broadband Governing Board, regional utilities, local municipalities, and contracted vendors. 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 Northeastern Vermont.

LOCATION, HOURS, AND COMPENSATION

This is a full-time, salaried, exempt position that reports to the NEK Broadband Executive Director. Compensation will be competitive and appropriate to qualifications. Benefits include health insurance, retirement savings contribution, and paid time off. This is a HYBRID position that requires some statewide travel for field observation of construction and assets, meetings with state and local regulatory bodies, and occasional industry events. The remote portion of the role requires internet access that can support Zoom meetings. The ideal candidate is familiar with the Northeast Kingdom.

DUTIES AND 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
- Work with contractors to 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 project.
- 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
- Manage and negotiate change orders with contractors and subcontractors to protect NEK Broadband interests

REQUIRED SKILLS AND EXPERIENCE

- 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 Google Suite (mail, docs, sheets), Microsoft Office, Google Earth,
- Highly organized and detail oriented
- Bachelor's degree specializing in optical engineering/electrical engineering/information technology or equivalent experience
- Travel in the Northeast Kingdom and Wolcott up to 40%

DESIRABLE SKILLS

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

TO APPLY

Send a resume and cover letter to Clerk@nekbroadband.org.