



### **Job Description – Project Manager, Technical**

<b>Summary:</b>	Accountable for the planning and execution of multiple projects.
<b>Education:</b>	Associate Degree augmented with specialized technical training, BA/BS with technical studies and project management strongly preferred.
<b>Certifications:</b>	Business Certificate in Project Management helpful but not necessary.
<b>Work Experience:</b>	5 + years technical experience with evidence of project "lead" and coordination responsibility in either telecommunications installation or engineering disciplines.
<b>Reports To:</b>	Managing Director or Engineering Manager or General Manager
<b>Physical and/or Special Requirements:</b>	Candidate must have excellent organizational skills and be able to multi-task and also have excellent time management skills.
<b>Working Conditions:</b>	Generally in an office environment, however must be able to travel (approx 40%) and work on site (central office, outside plant, cell/radio sites) requirements likely.

#### **Responsibilities: (Described as essential functions of the job):**

- Responsible for the planning and completion of projects
- Establish deadlines/milestones and assigns required resources
- Fully accountable for on time/on budget project completion
- Regularly prepares reports for upper management regarding project status
- Communicates accurate assessment of jeopardy's and concerns
- Takes cross functional responsibility for both engineering & installation aspects
- Reconciliation of invoice and expense information
- Approves all supporting documentation for invoicing, purchasing, and payment transactions
- Ensures assigned resources are capable and properly equipped to complete assigned tasks
- Provides direct/daily supervision of all project participants within the parameters of the project
- Takes full responsibility for management of all contract employees, and contract resources
- Interacts with client, supplier, and site management on a frequent basis
- Demonstrate analytical skills and problem solving ability
- Must be able to work independently showing initiative and proactive behavior
- Define requirements and manage change control process
- Formally evaluate contractor performance
- Ensure project adherence to quality and safety standards

#### **Special Skills:**

- Excellent computer skills in MS Word, Excel, project management tools
- Multi faceted communication skills essential
- Excellent organizational skills
- Multi-task and prioritizing skills
- Ability to keep information confidential

---

#### **Intent and Function of Job Descriptions:**

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an efficient appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation program.

All descriptions are reviewed to ensure that only the essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standard required to successfully perform the positions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose a serious health or safety risk to the employee or others or which impose undue hardship on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an "at-will" employer. Employees can be terminated for any reason not prohibited by law.