



## Vertical Bridge Job Description

<b>Job Title:</b>	Procurement Manager	<b>Date:</b>	8/18/2017
<b>Department:</b>	Development	<b>Location:</b>	Boca Raton
<b>Reports To:</b>	Director of Construction	<b>FLSA Status:</b>	Exempt

### Summary:

The position is responsible for the procurement of tower pricing and other services required for budgeting/modeling of new sites.

### Job Functions:

1. Establish models/budgets for the construction of new sites as requested/required
2. Request tower pricing from selected tower vendors
3. Ensure understanding of Vertical Bridge's and the industries typical tower loading requirements as well as the carrier's antenna and line loading/configuration
4. Procure of any services, i.e. Geotech's, that are required to design/construct sites
5. Ensure understanding of latest design standards for tower (EIA/TIA-222-G)
6. Assist in the selection of contractors to bid the construction of sites
7. Assist in defining construction SOW for the RFP process as required for the selected contractors and material vendors to provide construction services to complete the project(s)
8. Assist in putting together and sending bid documents, including bid invite/bid form/CDs/ Geotech/Tower and Foundation design, needed to effectively bid site construction
9. Maintain working knowledge of VB construction specifications
10. Assist internal personnel regarding the coordination of required services, including but not limited to Geotech and delivery of anchors and towers
11. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
12. Assist in preparation, coordination, and close out all required accounting requirements for each project including requisitions, purchase orders and invoice approvals
13. Maintain all project records and data on company database and utilize workflow and project management tools to manage assigned projects
14. Perform other duties as assigned by the VP or Director of Construction

*These job functions are representative of tasks accomplished by incumbents. The list is not exhaustive; incumbents perform other job-related tasks.*

### Supervisory Responsibilities:

None

### Working Conditions and Physical Demands:

Position will work primarily at company facilities with the possibility of an occasional visit to a job site. Must be able to lift and carry 25.

### Education and Experience:

1. Four-year degree preferred, Civil or equivalent Engineering degree, or equivalent work experience
2. Minimum 2 years' experience in wireless communication construction and construction project management required



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3. Working knowledge of carrier's loading requirements and basic understanding of industry design standard for towers (EIA/TIA-222-G)
4. Proficient user of Excel and Word
5. Demonstrated mastery in ongoing multiple tasking and project management skills
6. Required to have a valid driver's license
7. Ability to work in fast-pace and pressured environment
8. Excellent client and vendor relationship skills
9. Effective in an entrepreneurial culture, working independently and as part of a team

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