



Vertical Bridge Job Description

Job Title:	Regional Site Technician	Date:	2/24/21
Department:	Operations	Location:	NC
Reports To:	Director of Operations	FLSA Status:	Exempt

Purpose:

Responsible for managing field operational aspects of a tower and rooftop asset portfolio. Responsibilities include integration, and maintenance of new and existing towers, rooftops, and tenant installations, regulatory compliance, vendor management, inspection, and site walks.

Job Functions:

1. Interface with regional operations manager and tenants in the field related tasks for leasing, site design and installation, site visits, walks, and maintenance processes
2. Establish and maintain daily project plans for multiple contracts as required; work directly with vendors and contractors to coordinate project schedules and executions
3. Support the Director of Operations to prepare, coordinate, and close out all required accounting requirements for each project including requisitions, purchase orders, invoice approvals, etc.
4. Support Director of Operations to review and recommend tenant installation configurations on tower and in compound
5. Oversee tenant installation projects after the regional operations manager issues the Notice-To-Proceed (NTP)
6. Site walks with tenant – preliminary design site walk, final inspection, punch list, etc.
7. Complete all project closeouts, including site walks, punch list item completion, document scanning and site binder
8. Ensure compliance with regulations regarding proper signage and environmental requirements at all sites
9. Ensure compliance with all Federal, State & Local safety, environmental and zoning code conditions
10. Facilitate tower and building inspections, as required
11. Facilitate tenant access requests, perform site walks, coordinate tenant repairs, and assist with other various requests on Managed properties
12. Conduct site inspections to verify equipment removal, electrical configuration, etc.
13. Routine and on-demand site maintenance and repair activities, including snow removal, grounds maintenance, access road maintenance, trash removal, etc.
14. Handle day-to-day field related project level customer, contractor, and internal communications – verbal and written
15. Develop and nurture client relationship by identifying requirements, anticipating, and resolving problems
16. Monitor and communicate metrics with company tracking tools and reports on a minimum weekly basis
17. Assist Mergers & Acquisitions group with the auditing of assets being considered for purchase or site management opportunities. Integrate newly acquired sites within VB's portfolio based on specific timelines as directed by the EVP of Operations
18. Initiate and conduct necessary meetings to keep project on schedule and within budget with early problem resolution
19. Support the Director of Operations to update, upload, and maintain all necessary site information under the control of the operations team up to date in company's central database



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20. Meet site visits quota as per assigned territory on an annual basis
21. Participate on weekly conference calls and attend team and company meetings at specific locations throughout the year as designated by the company

Working Conditions and Physical Demands:

Working in a combination of field and office environments. Position will involve extensive travel to North Carolina, South Carolina, Virginia, West Virginia, Kentucky, and Tennessee for site inspections/meetings and to Florida for periodic company meetings. It is expected that over 70% of the time this position will be functioning on the road and traveling to various sites while executing all necessary tasks as highlighted above while traveling. Candidate is required to be located within 50 miles of an airport. Candidate must be able to cover, up front expenditure for all travel, with company reimbursement on a bi-weekly basis, contingent on weekly submission of expense reports.

Qualifications:

1. Four-year advanced degree, prefer Civil, RF, or equivalent Engineering degree
2. Minimum four years' experience in wireless communication development, site construction and telecommunications construction project management
3. Required to have a valid driver's license and reliable personal vehicle able to access remote dirt roads
4. Experience with rooftop telecommunications installations and management
5. Thorough knowledge of telecommunication construction practices
6. Proficient in Microsoft Word and Excel
7. Excellent client and vendor relationship management skills
8. Disciplined, organized, and thorough individual who is a self-starter
9. Demonstrated mastery in multi-tasking and working independently and as part of a team
10. Aptitude for success in corporate environment with an entrepreneurial approach

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