



Vertical Bridge Job Description

Job Title:	Program Manager - Utility	Date:	05/23/22
Department:	Real Estate Solutions	Location:	Boca Raton or Remote
Reports To:	Vice President of Utility Programs	FLSA Status:	Exempt

Summary:

The VB Utility Program manages over 250,000 assets for multiple utility companies across the United States. The Utility Program Manager is responsible for managing and growing the existing portfolio and interfacing with the utility project managers daily. The program manager is responsible for the coordination of site acquisition activities on any of our utility assets from initial inquiry to lease execution, this includes all coordination between utility contacts and Regional Leasing Managers.

Job Functions:

1. Track and provide updates to the utility partners and VB leadership on the status of each colocation application as well as next steps
2. Support the Regional Leasing Managers with business development discussions with the carriers regarding process and timelines for the specific utility portfolio
3. Coordinate and lead weekly calls with the utility partners to discuss active applications and carrier developments
4. Collaborate with the VB engineering team to ensure timely issuance of purchase order requests and other deliverables to the carriers
5. Refine the utility program's leasing processes to benefit the overall program timelines and customer experience
6. Partner with the VB development team to guide new builds from start to finish on utility-owned property
7. Become the subject matter expert for utility program questions
8. Proactively solve potential problems that arise and determine when a matter requires escalation
9. Become familiar with using internal tools to evaluate site viability and alternate options when applicable

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 directly from the corporate office or remotely with some travel primarily to visit utility partners on a periodic basis. Required to attend department and company meetings.

Education and Experience:

1. Four-year degree required, preferably in business or technology or other related fields
2. Minimum 5 years of experience working at or with a utility in a role responsible for facilitating wireless attachments on utility assets
3. Knowledge of the utility industry processes and procedures is required
4. Previous tower and other communication infrastructure operations experience is preferred
5. Ability to work in an outward (partner) facing capacity



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6. Strong written and oral communication skills
7. Demonstrated proficiency balancing multiple tasks, highly organized and strong attention to detail
8. Effective in an entrepreneurial culture, working independently and as part of a team

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