# Job Posting

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| **Location:** California | |

**Job title:** Project Manager

**Reports To:** VP of Engineering and Construction - CA

| **Type of Position:** | **Salary:** | **Posting Period:** |
|---|---|---|
| Full-time, non-exempt | Hourly, DOE | Until Filled |

**Purpose of Position:**

The project manager plays a vital role in ensuring quality and timely deliveries of our fiber services along with additional services to customers. A project manager possesses a solid knowledge base in project management including the initiation, planning, execution, control and closeout of projects. Able to work with various project team members and act as a problem solver by providing workable solutions to keep projects on time and within the project budget.

**Responsibilities include:**

- This position will be the customer's single point of contact during the fiber installation and customer services to be delivered. Will be responsible for consistent customer updates which are crucial.
- Ensures all aspects of the fiber build conforms to the quality control guidelines (includes compliance with requirements outlined in applicable regulations such as: OSHA, FCC, GO 95, GO 128and NEC, etc ; as well as following procedures as outlined in the Installation, Technical, Operations, and Safety Manuals, and Employee Handbook)
- Coordinates the project details with internal team members, Sales, Construction Managers, Permit Technicians, Splicer's, Enterprise Business Services and Accounting
- Coordinates and acquires specific project elements with external customers, building owners and permitting agencies
- Responsible for reporting the project financial variances, estimates versus actual for the duration of the project
- Coordinates project resources to keep critical activities on track and develop recovery plans to offset delays
- Responsible for the closeout of the project, including coordinating with Accounting the service start date and working with the Construction Managers ensuring all documentation is recorded in our fiber asset management system
- Promotes all Company services
- Perform other duties as requested by supervisor

**Qualifications:**

- Ability to adhere to Local, Federal regulations and Company policies
- Ability to drive Company vehicle in a safe and responsible manner
- Effective Communicator
- Good Organizational and Planning Skills
- Strong Computer Skills (Outlook, Word, Excel, Access, Power Point, Adobe, Mapping Tools, Google Earth)
- High School Diploma or equivalent
- Certified Associate in Project Management (CAPM) or compatible Project Management Training
- Previous experience in Project Management
- Valid driver's license

- Satisfactory driving record
- Auto insurance
- Some work may be performed near power lines and electricity
- Work and travel in inclement weather

**Diverse Workforce / EEO**:
WaveDivision Holdings (WDH) recognizes and strongly supports the benefits of a diverse workforce, and strives to provide a culture that recognizes the unique contributions of each of our employees. WDH requires a drug test, background check, employment, and education verification as conditions of employment. WDH is an equal opportunity employer and will consider all qualified candidates regardless of race, color, religion, national origin, gender, age, marital status, veteran status, and the presence of a non-job related handicap or disability, or any other legally protected status.

**To Apply:**
Internal candidates may send resume and a completed Internal Job Posting Applications to Tim Melgaard at tmelgaard@wavebroadband.com