

Job Description

Project Manager - Operations

Job Description:

Project Manager is responsible for a single project or group of related projects from initiation to full implementation. The scope of this position involves mainly functional management of moderate scope projects that are 6-9 months from initiation to completion. He/she will assist program Project Managers in developing project scope, plan, and schedule. The Implementation Project Manager supports project team and manages across organizational and vendor boundaries to achieve success. He/she is involved in developing, modifying and executing company project(s) that affect immediate operations and may have network wide or companywide effect. This position has primary responsibility for equipment engineering for cell site construction and BTS installation, including development of bills of materials and equipment lists.

Required Skills

Responsibilities include: Establish relationships across all relevant teams to gather requirements, understand and document dependencies, influence strategy, secure participation and drive open communication.

Partner with management across multiple teams to monitor and track progress of work in each of their respective teams

Manage top-level project plans, incorporating all sub-project tracks, to ensure an accurate view of overall scope and adherence to timeline

Proactively identify and mitigate issues and potential obstacles to successful project implementation

Maintain strong communication with peers and management to evaluate the impact of strategies, programs and improvements

Required Experience

Responsibilities:

- Works on issues where analysis of situations or data requires in depth knowledge of the network or operating environment and supporting dependencies.
- Implements policies and project management methods, techniques and evaluation criteria for results.
- Maintains adherence to budgets, schedule, work plans and performance requirements.
- Typically manages cross functional activities of a single team through managers within functions who exercise full supervision in terms of costs, methods, and staffing.
- This position may coordinate the work of a number of project managers/analysts.
- Review and evaluate preliminary design, design for construction, and prepare a written report with respect to the design.
- Assist in the completion of punch list items, certificates of completion, transfer of project to owner, coordination of warranty work
- In-depth knowledge of cell site construction materials specifically related to cell sites, including line, antennas, towers, antenna mounting apparatus, shelters, cabinets, grounding, ancillary materials and equipment, and consumables.
- Ensure all close-out documents are complete in a timely sequence

Bachelor's Degree in engineering, construction or management (or related field) and at least 5-10 years of related work experience, 3 plus in telecommunications

- Must have a strong diplomatic and interpersonal skill.

- Previous project engineering/project management experience or similar or related project types is required.
- Proficient in plan review at all stages – conceptual, schematic, DD and construction
- Proficient in estimating, reviewing construction cost, change order proposals, evaluating design cost
- Proficient in communications, preparing a monthly project report, writing letters including instructions and technical