



## **JOB DESCRIPTION – Project Manager**

**Reports to: Regional VP**

### **Objective**

InSite Telecom is currently seeking an experienced Project Manager. The Project Manager manages Field Supervisors and installation teams and is responsible for securing projects and managing and coordinating of all aspects of projects within the division. This senior role includes extensive client interaction, including sourcing, bidding, and winning new work, managing awarded projects to completion within budget, and the ability to react to changing circumstances in the field or at the client level to solve problems, communicate plans, and ensure proper documentation procedures are followed. The project manager must have strong communication and leadership skills, extensive expertise within the wireless construction space, and a balance of technical and interpersonal skills to enable effective performance of jobs.

### **Essential Functions**

- Manages field personnel and projects within assigned budgets, demonstrating effective time management skills.
- Cultivates customer relationships and identifies new business opportunities. Demonstrates the ability to interact effectively with customers, vendors and employees at all levels of the organization.
- Presents a positive company image and maintains a professional demeanor at all times.
- Creates customer estimates and RFQs promptly, successfully achieving targeted revenue goals.
- Undertakes complete project oversight from start to finish. Develops detailed project schedules for various clients, assigns tasks to team members based on skills, competencies and experience. Ensures that all aspects of the project stay on track to achieve on-time delivery. Adjusts project schedules as needed and effectively prioritizes the work load, making sure that all stakeholders are kept in the loop. Approves personnel vacation requests to minimize disruption to project objectives.
- Understands and implements customer standards of safety, installation quality, processes and communication preferences. Meets with customers to review projects and understand scope of work and time lines. Communicates actively with clients to understand job expectations and provides updates/ feedback. Promptly follows through with job completion documentation.
- Must be able to read customer blueprints and manage the successful execution of the scope of work per customer specifications within project deadlines and budget parameters.
- Demonstrates a thorough understanding of client processes and specifications and communicates these with field personnel. Manages all subcontractors, vendors and installers for compliance with company and client requirements for quality guidelines, safety, budget and timeline.
- Accurately tracks and reports all time, expenses and inventory, using approved methods.
- Manages project change orders and ensures timely, accurate invoicing. Communicates change orders to the client in a timely manner.
- Oversees the creation and transmission of all kick off and closeout documentation, schematics, and specifications relevant to projects. Analyzes and resolves issues and problems, escalating concerns to appropriate levels, if needed.



- Directs and motivates Supervisors and staff. Responsibilities include participating in interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Assist employees in setting goals and help motivate them to higher levels of performance.
- Communicates to all stakeholders necessary project information, changes to scopes of work, changes in schedules, safety issues, and/or any issues that may affect personnel, client relationships, projects or Company.
- Works with Field Supervisors to coordinate materials, equipment, tools and manpower for awarded projects.
- Documents personnel issues, safety issues, employee training and equipment maintenance.
- Documents all aspects of project information, creates and maintains job files with DWRs, materials lists, methods of procedures (MOPs), quality checklists and close out documentation.
- Manages and enforces Company Safety Program to include 100% compliance by field personnel and maintains tools and equipment.
- Acts as a liaison between field personnel and management. Complies with and enforces all company policies and procedures as well as legal and regulatory requirements.
- Possesses advanced computer skills, using MS Office products and client proprietary software in day-to-day activities.
- Must be able to maintain all required certifications required at this level, including maintaining an active driver's license with an insurable driving record.
- Must be able to work outside of normal business hours (i.e., shift work), to include nights and weekends, when needed. Must be willing and able to work long hours to achieve project objectives. Must be able to travel overnight for extended periods of time, up to 70 percent of time.
- Punctuality and reliable attendance are extremely critical to this position. This job requires working to meet agreed upon objectives and may require extended hours.
- Must be able to demonstrate proficiency in all essential requirements of Field Supervisor role..

### **Physical Demands of the Job**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

The employee must be in good physical condition with the ability to stand, walk, bend, twist, squat, and lift and carry up to 75 pounds regularly throughout the shift. The employee must be able to pull his or her own body weight, plus equipment weight up a vertical tower, or onto a rooftop, repeatedly for long periods of time (6-8 hours per day). The employee must regularly lift and/or move objects up to 75 pounds, and occasionally lift and/or move objects that weigh more than 100 pounds. The employee must have the ability to climb ladders and steep staircases. The employee must be able to perform repetitive movements regularly (6-8 hours per day) and be able to push and pull materials and equipment 6-8 hours per day. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be willing to work in all types of weather conditions, including severe heat, cold, rain, and wind. Must be able to work under adverse conditions (e.g., elevated heights, inclement weather, remote site locations, etc.) and be able to



drive or ride for long distances on and off road, while towing trailer. Must be able to work with fiberglass. While performing the duties of this job, the employee may be exposed to cold, heat, direct sunlight, dirt, hazardous mechanical/electrical equipment and wiring, underground spaces, elevated heights, irregular or slippery surfaces, noise exposure and fiberglass.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

### **About InSite Telecom LLC**

InSite Telecom is a leading provider of specialized construction, installation and maintenance services to the wireless and wireline telecommunications industry. Our work provides the backbone to enable cell phones, tablets, and other devices to seamlessly communicate across wireless networks. The company prides itself on delivering best in class service by consistently and competently providing on-time and on-budget service to its clients. Based in Orange, CA, the company serves major carriers, turf vendors, utilities, municipalities and other customers throughout California, Arizona and the greater Western United States.

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