ring coordinator                                        

**JOB DESCRIPTON**

Department:      Technical

Reports to:     Director of Tech Ops & Construction

FLSA:       Non-exempt – Full time

Benefits Eligible:    Yes

The Construction Coordinator, under limited supervision, plays a vital role in ensuring quality and timely deliveries of building fiber to customers’ homes and construction sites and is a leader with contractors and permit teams. Responsible for management of all designated Blue Stream Fiber projects and associated budgets and schedules. Including; Vendor coordinating all deliverables and requirements of the entire cross-functional team. Represent Blue Stream as the expert on engineering and construction issues relating to all Fiber Build projects. Ensure that the Construction Manager and customers are aware of issues that will affect timely project completion or cost, and pro-actively seek to identify and communicate any schedule and budget risks. Ensure all work conducted in accordance with Blue Stream policies and procedures in support of Blue Stream objectives.

**RESPONSIBILIES**

The construction coordinator is responsible for small and large scale commercial Fiber construction projects, as well as

* Validating current plan designs
* Gathering relevant information regarding scope of work, costs related to Residential Subdivision and MDU Builds, and small business construction
* Track and approve daily production while managing the as-built and invoicing process
* Coordinate basic construction projects through contract labor for building, repairing and maintaining HFC
* Ensure quality of work performed meets established technical standards and company policies
* Adhere to industry specific local, state, and federal regulations, as applicable
* Actively and consistently support all efforts to simplify and enhance customer experience
* Coordinate with engineers and developers in designing the plant by performing site surveys of as-built and proposed projects and complete associated red-line documentation
* Complete bill of materials, cost estimates and order materials needed for approved planned construction for line extensions, rebuilds, reworks, or other projects
* Ensure map databases are updated with any system changes per company design specifications
* Prepare system maps and/or print packages for distribution
* Perform construction inspections for quality control in accordance with Technical Quality Assurance (TQA) standards
* Coordinate permitting and make ready process
* Respond to customer concerns
* Communicate with Senior Leadership regarding concerns about construction progress
* Lead internal and external deployment meetings with other managers and team members to review the status of each job and implement changes as necessary to ensure timely project completion.
* Travel and attend customer deployment meetings to provide customer with comprehensive job status reports and resolve any conflicts or issues that arise.
* Ensure accurate and complete files maintained for projects and appropriate closeout documents distributed in a timely manner in accordance with corporate and customer standards.

**NECESSARY SKILLS**

Mathematics, dexterity, communication, problem solving

**EDUCATION**

* High School or equivalent
* Commercial Development, Hybrid Fiber Coaxial (HFC)
* Bachelor’s Degree or equivalent work experience
* Project Management Professional (PMP) Certification preferred

**EXPERIENCE/MINIMUM REQUIREMENTS**

* Three (3) to five (5) years of project management experience
* Managing project budgets or related financial experience
* Working knowledge of NESC, NEC and OSHA standards
* Customer-facing project management experience

**Other Skills and Abilities**

* Advanced knowledge of telecommunications project management, asset management, OSP / ISP construction practices and methods
* Advanced knowledge of Public and Private right of way project deployment, including regulatory and permitting processes.
* Ability to read and understand blueprints along with civil inside & outside
* Ability to read and understand contracts.
* Ability to direct the diagnosis of workflow problems, critical paths and institute remedies
* Ability to read and understand financial metrics and identify remedies to financial issues
* Customer service orientation with a strong problem-solving approach
* Strong verbal and written communication skills
* Ability to manage and process multiple data streams
* Knowledge of construction services (ordering and installation): Telco, power, fiber, basic construction, and vendor equipment requirements.

**LICENSES / CERTIFICATIONS:**

* Valid Florida Driver’s License and satisfactory driving record

**WORKING CONDITIONS**

* Work outdoors during extreme heat
* Exposure to dust, dirt, noise, insects, cleaning solutions
* Work outdoors in all kinds of weather and at all times of day or night
* Work performed near power lines and electricity

**PHYSICAL REQUIREMENTS**

* Standing, Walking, Sitting, use of hands to fingers, handle or feel, reach with hands and arms,
* climb or balance, stoop, kneel, crouch or crawl, speak or hear, taste and smell
* Ability to read, write and speak English
* Ability to lift up to 30 pounds or more

**COMPETENCIES**

* Exemplary Attendance and Punctuality
* Maintains effectiveness when experiencing major changes in personal work tasks or work environment; adjusts effectively to work within new work structures, processes, requirements, or cultures.
* Focuses and guides self and team members in accomplishing work objectives.
* Interacts with others in a way that gives them confidence in one’s intentions and those of the organization.
* Makes customers and their needs a primary focus of one’s actions; developing and sustaining productive customer relationships.
* Identifies and understands issues, problems, and opportunities; compares data from different sources to draw conclusions; uses effective approaches for choosing a course of action or developing appropriate solutions; and takes action that is consistent with available facts, constraints, and probable consequences.
* Deals effectively with others in antagonistic situations, using appropriate interpersonal styles and methods to reduce tension or conflict.
* Establishes proper courses of action to ensure that work product is completed efficiently and on time/within proper time limits.
* Maintains stable performance under pressure or opposition (such as time pressure or job ambiguity); handling stress in a manner that is acceptable to others and to the organization.
* Possesses, acquires, and maintains the technical/professional expertise required to do the job effectively and to create effective customer solutions.  Technical/professional expertise is demonstrated through problem solving, applying technical knowledge, and product and service management for the functional area in which employee operates.
* Actively appreciates and includes the diverse capabilities, insights, and ideas of others and working effectively and respectfully with individuals of diverse backgrounds, styles, abilities, and motivations.
* Sets high standards of performance for self; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed.