



## CVFiber Project Manager

CVFiber is seeking to contract with a multi-talented and energetic individual who can rapidly support its mission and respond to the short-term COVID 19 pandemic needs in rapidly bringing highspeed broadband to our 18 communities (most in Washington County). In this role the Contractor will answer to the CVFiber Board and its Executive Committee/Business Committee.

Our Project Manager must be a terrific leader and communicator in directing all activities toward implementation of fiber to the premises (FTTP) projects and business activities.

Funding for this contract is from the state using federal COVID funding. While this is a temporary contract through December 30, 2020, the need for a project manager may most likely exist beyond that date for an indeterminate period and funds will be sought to fill it thereafter.

### ESSENTIAL JOB FUNCTIONS

The project manager will be directed to emergency actions to address the Covid crisis and it is those tasks that are the basis of financial support for this contract. These emergency actions will be to establish the partnerships necessary for telecommunications infrastructure installation and the creation of CV Fiber as a business to build customer relations.

One result from the short-term activities will be the formation of CVFiber as an entity that has the longer-term goal of providing fiber connections to rural addresses in the region. It is our initial intent that the Project Manager will help advise and move forward CVFiber; grapple with all things that lead the fiber build projects that are the primary purpose of our organization and oversee the short-term possible fixed wireless projects. In order to meet those job requirements, we expect the project manager to oversee and direct operations and activities of the CVFiber Communication Union District In an efficient and professional manner.

The Project Manager will also be responsible for:

- 1) Applying for and managing all CVFiber grants and loans.
- 2) Work with Vermont Department of Public Service in funding highspeed broadband solutions throughout the district.
- 3) Work with our partner Washington Electric and its Consultant in its RDOF bidding strategy.
- 4) Work with our technical consultant in identifying ideal locations for rapidly deploying Fixed Wireless solutions.
- 5) Develop partnerships with potential internet service providers/operators so that we can begin to take on customers.

P.O. Box 325 | South Barre | VT 05670 | 802.279.6054

[Central.Vermont.Internet@gmail.com](mailto:Central.Vermont.Internet@gmail.com) | <https://facebook.com/CentralVermontInternet> | <http://cvfiber.net>

*Providing Central Vermont residents, businesses, and civic institutions with universal access to a reliable, secure, locally owned and -governed communications network able to grow to meet future community needs.*

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- 6) Develop partnerships with existing Fixed Wireless businesses and four other Electric Utilities within the district.
- 7) Work with consultant to develop RFP for design and engineering for Phase 1 fiber projects.
- 8) Work with the Central Vermont Supervisory Unions for identification of underserved students to link to the emergency spending criteria.
- 9) Work with the health community for Telehealth expansion and support.
- 10) Work with Capstone to work with low income households.
- 11) Work with Central Vermont Public Safety Authority for possible public safety build project.
- 12) Start the effort of the actual business activities necessary for CV Fiber to be a functioning fiber build and operate entity.

Works under the direction and guidance of the CVFiber Board of Delegates and its Executive Committee.

#### RESPONSIBILITY AND ACCOUNTABILITY:

Contractor has complete authority to take whatever action he or she deems advisable or necessary, in accordance with the direction and policies established by the Board.

Supervision over this work is general in nature, relying heavily upon the competency and accountability of the contractor. Contractor is expected to work independently. Contractor is expected to keep the Board informed of progress and potential problems, apply guidelines and obtain approval for deviation from guidelines.

#### OTHER DUTIES AND RESPONSIBILITIES:

The above statements are intended to describe the general nature and level of work being performed in this job. This description is not intended to be an all-inclusive list of responsibilities, duties, and requirements.

#### REQUIREMENTS

##### KNOWLEDGE, SKILLS AND ABILITIES:

Must possess knowledge of business principles and practices required to start up a fiber to the premises business; including but not limited to design, engineering, sales, operations, project management, customer service, communications and process development. Must be knowledgeable about budgeting, general accounting and fiscal management practices; office procedures; and business operating systems. Must have a thorough understanding of financial principles; be able to evaluate fiscal and financial information and achieve positive financial results.

Must be able to create, modify, and implement fiber to the premise deployment plan and start up all business operations; including but not limited to establishing and implementing policies, procedures, organizational structures, staffing, processes, and management reporting and controls. This will include managing the chosen ISP. Must have demonstrated ability to effectively work directly with the public and board of directors. Must communicate effectively verbally and in writing with the Board, partners, State of Vermont, and with outside contractors and vendors.

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Relies on extensive experience, sound judgment and demonstrates leadership to plan and accomplish goals. Must have proven ability to multi-task and plan/organize work to meet deadlines, all with a high degree of accuracy with attention to detail. Must have strong analytical and critical thinking skills with demonstrated problem solving abilities. A wide degree of creativity and flexibility is expected.

Communicating effectively, verbally and in writing, in a diverse range of audiences and settings; persuasion and negotiation of conflicts and problems; assessing operational, program, staffing, and fiscal needs; interpreting legal documents and government regulations, evaluating fiscal and financial reports, forms, and data; analyzing complex written documents; identifying and resolving administrative problems; working long and irregular hours, and under pressure conditions; delegating responsibility and achieving results through subordinates; and maintaining order in an environment of changing priorities.

Requires understanding and the ability to interpret contracts, agreements, and administrative policies to properly apply provisions to supervising and directing the work of subordinates as appropriate, and to build and lead a team successfully. Must be able to resolve administrative problems and effectively delegate duties to achieve results. Understands and uses the concepts of performance coaching.

Should be able to develop and work with complex spreadsheets. Familiarity with Office 360 suite is a plus.

Understands the concept of providing quality services to our members and customers and agrees to maintain a continuing commitment to superior member/customer service.

#### WORKING CONDITIONS

The Project Manager will work from their own workspace.

Send Resume and Qualifications no later than August 15th by email to:

Jeremy Hansen  
Chair, CVFiber Board of Delegates  
[Central.Vermont.Internet@gmail.com](mailto:Central.Vermont.Internet@gmail.com)

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