About

NEKCV is a community-driven organization whose mission is to ensure high-speed broadband internet service is available to the most rural and underserved communities in the Northeast Kingdom and the Central Valley. Founded in 2020 as a Communications Union District, we began network construction in 2021. We're a small company of fewer than 20 employees, which means there's lots of room for growth and learning. Here at NEKCV, we're committed to creating an inclusive culture where all employees feel welcomed and valued.

Summary

The ideal candidate for this Project Manager position will be a highly motivated and detail-oriented individual, possessing a comprehensive understanding of project management best practices preferably with either a background in telecommunications infrastructure and/or construction.

This role will work closely with our Construction Manager and Director of Operations to lead the project management of broadband construction projects to ensure they are delivered on time and within the allocated scope and budget. The selected candidate will have a proven track record and extensive knowledge of best practices in project tracking and management.

Key Responsibilities

- Develop comprehensive project plans and schedules that are aligned with project objectives and grant requirements.
- Manage project progress, identify potential risks, and implement mitigation strategies to maintain project timelines.
- Coordinate and lead cross-functional teams, including engineers, contractors, and third-party vendors, to ensure smooth project execution.
- Monitor construction and grant budgets. Track Sub-Contractor project status and manage the invoice reconciliation process.
- Work with the Construction Manager to ensure compliance with industry standards, local regulations, and company policies throughout all construction phases.
- Prepare and present regular project updates to stakeholders, including senior management.
- Facilitate clear communication between all project stakeholders and promptly address any issues or concerns that may arise.
- Conduct post-project evaluations and apply lessons learned to enhance future project delivery.

Qualifications
- Bachelor's degree in Construction or Business Management, Civil Engineering, Telecommunications, or a related field (or equivalent experience).
- Extensive experience (5+ years) in overseeing large-scale construction projects, preferably within the broadband or telecommunications sector, or a background in a construction-related field.
- Excellent leadership, organizational, and communication skills.
- Ability to manage multiple projects simultaneously and deliver results under tight deadlines.
- Valid driver's license and willingness to travel to project sites as needed.
- Additional Qualifications but not required:
    - Strong knowledge of fiber-optic infrastructure, network deployment, and construction methodologies.
    - Experience with project management tools such as Smartsheet, Google Sheets, Excel, and MS Project, or similar software.
    - Understanding of permitting processes, local regulations, and compliance requirements.
    - PMP, PRINCE2, or similar project management certification is preferred.

Preferred Skills
- Experience in tracking and reporting on Scope of Works.
- Understanding of preconstruction planning, construction management reporting, and post-construction concepts.
- Skills in managing and aggregating large datasets from various funding sources to report on status and risk.
- Familiarity with budgeting and financial management principles.
- Strong problem-solving skills and meticulous attention to detail.
- Some experience with GIS mapping tools and CAD software.
- Knowledge of both Outside Plant (OSP) and Inside Plant (ISP) construction.

BENEFITS
- Benefits are competitive, including 100% health insurance for the employee and up to 75% for the family; 30 days of combined time off; dental, vision, short and long-term disability, life insurance, and up to 3% retirement match.
- The position is full-time.
- Salary range is $92,000 to $110,000 depending on experience.
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TO APPLY Send a resume and cover letter to careers@nekbroadband.org