

# Deployment Coordinator Job Description

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## **JOB TITLE:**

Deployment Coordinator

## **DEPARTMENT:**

Information Technology

## **REPORTS TO:**

Broadband Manager

## **SUMMARY**

The Deployment Coordinator is responsible for the day-to-day operating activities of the Project Location. The Project Coordinator will work with department leaders to tailor action plans to each unit and monitor progress against milestones and goals. The Deployment Coordinator exhibits the following behaviors: excellence and competence, teamwork, innovation, respect, personalization and accountability. Oversees budgets and ensures resources are properly allocated. Ensures departments meet individual goals.

## **PRIMARY DUTIES AND RESPONSIBILITIES:**

- Management of client relationships, warehouse/logistics multi-site operations, and client and operation market needs.
- Manage the construction and engineering operations and schedules of our customer's fiber OSP/ISP FTTH network
- Work with support staff to develop construction schedules, monitor production, and ensure adherence to customer schedules/specifications.
- Responsible for staffing forecast, directing, placement, and replenishment of staff to meet the client's production requirements.
- Management of in-house production employee quality and production levels.
- Develop strategies and tactics for improving operation efficiencies while improving service levels, employee retention, and operational costs.

- Provide leadership and assume responsibility for the functional and financial control including development and management of monthly/quarterly and annual budgets.
- Ensures compliance with established policies and procedures and maintains effective internal control.
- Act as a liaison to Corporate Shared Services, coordinate communication and resolutions to problems and concerns within the operations.
- Other duties that may be assigned.

#### SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

#### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- At least 5 to 10 years of Project Management experience; managing large, highly-complex, OSP/ISP FTTH projects.
- Well-developed management skills
- Experience coordinating work schedules in a dynamic environment to meet intermediate and completion milestones.
- Experience managing OSP/ISP construction and vendor management including selection, contract, and negotiation processes, production tracking and reporting, and project closeout and retainage release.
- Knowledge of network drawings, route maps, and scopes of work, interpreting fiber test results and auditing projects for compliance with scopes of work.
- Robust knowledge of inside and outside plant fiber optic network infrastructure, engineering design and construction, and the ability to work cross-functionally to design and build scalable construction, installation, and support processes.
- Proven ability to motivate personnel in order to balance profitability and growth.
- Must have strong oral and written communication skills.

- Experience with acquisitions and integration is a plus.
- Excellent problem solving skills
- Must possess exceptional analytical skills and a high level of attention to detail.
- Extensive knowledge of the cable and telecommunications industry.
- Proficient in Microsoft Office (Outlook, Word, Excel, etc.)
- Construction Accounting experience preferred.
- Ability to travel as required.

#### EDUCATION AND EXPERIENCE

BS in Project Management preferred or equivalent of five to ten years related experience and/or training; or equivalent combination of education and experience.

Requirements: Clean Driving Record with Valid License. Criminal Background Check and Drug Screen Required.

#### CONDITIONS OF EMPLOYMENT:

- 1. All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy, including pre-employment screening.
- 2. Valid state-issued driver's license and/or the ability to obtain a California or Oregon driver's license. Must be insurable on the Tribe's insurance policy.
- 3. Must pass a background check.

#### LANGUAGE SKILLS:

Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Karuk language is preferred but not required.

#### REASONING ABILITY:

Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

#### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 60 pounds.

**VISION REQUIREMENTS:**

- Close vision (clear vision at 20 inches or less).
- Color vision (ability to identify and distinguish colors).
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).