

Project Coordinator/Support Staff Job Description

JOB TITLE:

Project Coordinator/Support Staff

DEPARTMENT:

Information Technology

REPORTS TO:

Broadband Manager

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SUMMARY

The Project 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. Oversees budgets and ensures resources are properly allocated. Ensures departments meet individual goals.

The Project Coordinator exhibits the following behaviors: excellence and competence, teamwork, innovation, respect, personalization and accountability.

PRIMARY DUTIES AND RESPONSIBILITIES:

Primary Duties and Responsibilities for a Project Coordinator in the Broadband Industry: Coordinate and facilitate the permitting process for broadband infrastructure projects, including obtaining necessary permits and approvals from regulatory agencies and local authorities.

Maintain communication with regulatory authorities, stakeholders, and project team members to ensure timely processing of permits and compliance with regulations.

Assist in the development of action plans and strategies to address permitting requirements and overcome obstacles.

Monitor progress against permitting milestones and goals, identifying potential delays or issues and implementing solutions to keep the project on track.

Collaborate with support staff and project team members to ensure that permitting activities align with construction and engineering schedules and specifications.

Assist in staffing forecast and coordination of resources to support permitting activities, including directing and replenishing staff as needed.

Ensure compliance with established policies, procedures, and regulatory requirements

related to permitting activities.

Provide support in budget management and financial control related to permitting expenses.

Act as a liaison between the project team and corporate shared services, facilitating communication and resolution of issues related to permitting operations.

Assist in the development of strategies and tactics to improve permitting efficiency, service levels, and operational costs, while maintaining compliance and quality standards.

Other duties 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 essential duty 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 the 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, 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.
- 4. 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:

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.

PHYSICAL DEMANDS:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; reach with hand and arms; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

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).