



# BROADBAND PROJECT MANAGER

Job Title: **Broadband Project Manager**

Job Code: **BPM100C**

Pay Grade: **Casual**

Effective Date: **October 2022**

FLSA: **Non-Exempt**

Revision Date: **October 2022**

## NATURE OF WORK

Under limited supervision, this position manages all activities related to the Lewis County Broadband Expansion Infrastructure Project. This position plans and organizes projects to ensure compliance with local, State and Federal guidelines. The scope of assignments managed are highly complex with large budget responsibilities and provide significant external oversight to external contractors, vendors, and suppliers.

## ESSENTIAL FUNCTIONS

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manage all planning efforts of consultants, Internet Service Provider (ISP) agreements and community stakeholders to ensure deployment and completion of the Winlock FTTP Broadband Expansion Infrastructure Project.
- Plans, organizes, implements, and controls capital and non-capital projects associated with American Rescue Plan Act (ARPA) funding, and other state and federal funding sources; ensures timely use of funds and adherence to program guidelines.
- Serves as a project manager including providing oversight, analysis, and input through all phases of project development; coordinates preparation and compliance of project delivery schedules with ISP and project team; provides direction on a variety of technical issues to ensure successful completion of projects; investigates and resolves problems related to scope of work or cost issues; ensures projects are completed on time and within budget.
- Incorporates principles of risk management as part of overall management of projects; provides timely communication of project status and issues to the County Manager and the Board of County Commissioners (BOCC).
- Reviews consultant requests for proposals and qualifications for professional services in partnership with the ISP. Develops and reviews contract terms and amendments; ensures contractor compliance with policies, funding guidelines, and specifications; reviews and updates deliverables; analyzes and resolves complex problems that may arise.
- Inspect active construction projects to ensure state, local and federal guidelines are followed, and any other relevant guidelines related to the installation of broadband infrastructure.
- Tracks project expenditures, reviews invoices for accuracy and consistency with contractual obligations, and recommends appropriate dispersals of allocated funds.

- Develops and manages project budgets for federal, state, and local funds; prepares agenda items; communicates and assists local agencies in delivery of state and federally funded projects; resolves project delivery issues between private partners and funding agencies.
- Reviews project documents, correspondence, and permits required for project completion.
- Serve as liaison with stakeholders, ISP, and regulatory agencies. Acts as main point of contact with consultants and project leads.
- Interprets and applies federal and state funding and project delivery laws, protocols, guidelines, standards, policies, and procedures to ensure compliance with standards and intergovernmental funding requirements.
- Monitors compliance with contract requirements and identifies areas of non-compliance and potential claims; interprets and applies contracting principles, applicable laws, regulations, and policies and procedures.
- Prepares or directs the preparation of various periodic and special reports; makes recommendations for improving operating procedures and policies.
- Manages, coordinates, and completes other special projects as assigned.
- Performs other duties as required.

### **WORKING ENVIRONMENT / PHYSICAL DEMANDS**

Work is typically performed in office including utilizing a computer with field assignments. Field assignments occur in all weather conditions.

### **DISTINGUISHING CHARACTERISTICS**

This project management classification manages activities related to capital and non-capital project delivery, as well as oversees the work of external and in-house consultants. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This position organizes and oversees the day-to-day activities of the broadband project and responsible for coordinating program work for public works projects and providing support to the County Manager in a variety of areas.

### **EMPLOYMENT STANDARDS**

- Bachelor's Degree in Engineering, Project Management, or related field and five (5) years of increasingly responsible project management experience in transportation, utility, or other public works planning and project delivery.
- Expert understanding of fiber installation practices.
- Knowledge of fiber optic principles and methodology.
- Five (5) years of related experience managing projects; developing, negotiating, and administering consultant, construction, and inter-local.
- A valid Washington State Driver's License.

## **KNOWLEDGE AND SKILLS**

### **Knowledge of:**

- Operational characteristics, services and activities of project management and alternative project delivery method.
- Federal, State, and County policies, procedures, and regulations governing public works projects; including fiber installation practices
- Managing multiple complex capital projects under strict deadlines with limited direction.
- Project delivery policies and procedures, gained through experience as a project manager delivering public works type projects at the State or local level.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation, and project management.
- Principles and practices of capital project development as applied to the environmental clearance, design, cost estimating, and construction of a wide variety of transportation systems.
- Principles and practices used in the acquisition of professional services in accordance with federal, local, and industry standards.
- Principles and practices of environmental impact assessment and related regulatory processes.
- Principles and practices of budget development and administration, contract administration, and sound financial management policies and procedures.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures related to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the County in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

### **Ability to:**

- Recommend and implement goals, objectives, and practices for providing effective and efficient services.
- Manage and monitor complex programs and projects, on time and within budget.
- Prepare and review ISP contracts, change orders, bid documents, and specifications.
- Negotiate contracts and resolve contractual disputes.
- Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Evaluate and develop improvements in operations, procedures, policies, or methods.

- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Analyze, interpret, summarize and present technical information and data in an effective manner.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.