

Concho Valley Electric Cooperative, Inc.

Position Description

Position Title: Fiber Outside Plant (OSP) Project Manager

Department: Outside Plant - Fiber Division

Reports To: Director of Information Technology

Oversees: No One

FLSA Status: Non-Exempt

NRECA Job Code: 34-3131

Reviewed/Revised: 05/2025

GENERAL DESCRIPTION:

Responsible for planning, coordinating, oversight, and successfully executing fiber-to-the-home (FTTH) construction projects within the Cooperative's service area. Ensures compliance with design standards, contractor performance, budget adherence, and project schedules. Supports broadband initiatives by delivering quality outside-plant builds based on RUS standards.

Regular day travel within the service area is required. Occasional after-hours field response may be necessary.

ENVIRONMENT: Work is split between an office setting and active construction sites. Field visits involve exposure to weather and uneven terrain.

INTERNAL CONTACTS: Director of Information Technology, Network Technician, Lead Fiber Installer, Warehouse Supervisor.

EXTERNAL CONTACTS: General public, construction contractors, engineering firms, permitting authorities, municipal officials, utility companies, and members as needed.

PURPOSE:

- Deliver standards-compliant FTTH infrastructure on time and within budget, expanding reliable broadband service for Cooperative members.
- Develops project plans, schedules, and material forecasts for FTTH deployments.

- Oversees daily activities of third-party construction crews; enforces quality and safety standards.
- Ensures compliance with RUS design standards, NESC, and OSHA regulations.
- Secures permits and manages right-of-way approvals for fiber routes.
- Reviews construction drawings, splicing schematics, and as-built documentation.
- Conducts regular site inspections; resolves field issues promptly.
- Approves contractor invoices and validates completed work.
- Manages project budgets; tracks costs and reports variances.
- Provides status updates to leadership; identifies risks and recommends corrective actions.
- Leads project close-out, ensuring complete documentation and accurate as-built records.
- Coordinates material orders with warehouse and inventory teams.
- Supports project close-out processes and documentation.
- Reinforces Cooperative safety policies on all project sites.
- Follows safety rules and guidelines
- Excellent communications skills, both verbally and in writing.
- Assist with Annual Meeting.
- Performs other reasonable and proper duties as assigned.
- Must be regular in attendance.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

KNOWLEDGE, SKILLS AND ABILITIES:

Solid knowledge of aerial and underground fiber construction methods and RUS standards. Working knowledge of Active, Passive Optical Network (PON) architecture. Proficiency in project management, budget tracking, and contractor coordination. Basic computer skills (email, spreadsheets, document management) essential. Excellent communications skills, both verbally and in writing.

EDUCATION AND QUALIFICATIONS:

High school diploma or equivalent required. 5+ years managing fiber OSP construction projects preferred; strong candidates with less experience encouraged to apply. Relevant certifications (PMP, CFOT) preferred but not required.

PHYSICAL DEMANDS: Eye-hand coordination is necessary; moves and manipulates up to 50 pounds; job consists of standing, walking, sitting, stooping, bending and reaching; Sitting for extended periods of time; Dexterity of hands and fingers to operate a computer keyboard, mouse, power tools and to handle other computer components. Must operate a vehicle safely and hold a valid driver's license. Must pass background and drug screening

EQUIPMENT OPERATED: Must have a current Texas driver's license without violations that would prohibit insurability. Must operate a vehicle safely, pass background check and drug screening.