

Copper Valley Telephone Cooperative

Position Title: Director of Facilities and Wireless Operations
Reports To: Chief Executive Officer

Department: Facilities/CVW
FLSA Status: Exempt

General Summary:

Oversees the operations and strategic development of the Wireless company and the facilities maintenance department. Oversees procurement of goods and services required for CVTC operations. Prepares and manages agreements and contracts for lease space, co-locate agreements, tower space rental agreements, and site agreements. Monitors regulatory developments as they relate to wireless operations and maintains compliance with government requirement and mandates. Plans new construction and upgrades for the wireless network.

Essential Job Functions:

- Ensures that the wireless network is operating in a high quality and high reliability manner.
- Manages all contracts pertaining to the operation of the wireless network and maintains relationships with switching partners.
- Recommends new network infrastructure installations based on demands and evolving funding mechanisms.
- Provides project management for various projects up to and including complex capital developments.
- Ensures that FCC license requirements are met at a strict level.
- Ensures CVT has access to up-to-date wireless handsets, devices and services through testing and vendor relationships.
- Supervises wireless support staff members.
- Responsible for keeping remote, off-grid power systems running in a high reliability fashion.
- Supervises the Purchasing and Facilities Manager and monitors procurement activities and the repair and return of electronic and other equipment.
- Oversees all agreements and contracts for lease space, co-locate agreements, tower space rental agreements, and site agreements in coordination with the Purchasing and facilities manager.

- Maintains corporate vehicle fleet by managing care and maintenance of vehicles, procuring new vehicles and disposing of vehicles as needed.
- Oversees ongoing maintenance of all buildings, grounds, structures, and wireless network infrastructure. Visits offices, warehouses, buildings, & facilities to ensure proper operations and maintenance. Oversees security for all CVTC physical facilities.
- Prepares annual departmental budget, administers budget, and tracks budgeted items in comparison to actual expenses.
- Coordinates and provides information for routine audits including activities, purchases, inventory control, facilities operations and security.
- Ensures emergency response preparedness for facilities operations and purchasing functions.
- Ensures facilities work orders and job orders are properly closed out or completed. Ensures timely completion of forms or forwarding of information to maintain accurate facilities and purchasing records.
- Researches new communications devices and services and determines applicability to CVT.
- Develops and maintains strong working relationships with other departments and personnel.
- Performs all other related duties as assigned by executive management.*

*These tasks do not meet the Americans With Disabilities Act definition of essential job functions and are usually less than 5% of time spent. However, these tasks still constitute important performance aspects of the job.

Knowledge, Skills, and Abilities:

- Knowledge of RUS specifications, NEC and NESC codes.
- Knowledge of equipment, material and service purchasing to support construction and maintenance operations.
- Knowledge of vehicle maintenance requirements.
- Knowledge of wireless spectrum and transmission principles.
- Knowledge of cellular telecommunications systems.

- Knowledge of microwave transport equipment.
- Knowledge of antenna systems.
- Knowledge of AC and DC power distribution and generation systems.
- Knowledge of company policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of company products and services, Federal and State laws, and industry practices.
- Skill in operating various office equipment such as personal computer, Microsoft Office, copier, shredder, various software programs, email, and telephone systems.
- Skill in oral and written communication.
- Skill in assessing physical integrity of structures.
- Skill in identifying maintenance needs related to buildings and facilities.
- Ability to communicate with customers, employees, consultants, contractors, and various business contacts in a professional and courteous manner.
- Ability to organize and prioritize multiple work assignments.
- Ability to accomplish on-site review of CVTC facilities in varying and often extreme climactic conditions.
- Ability to prepare and negotiate contracts, agreements, and leases.
- Ability to obtain and maintain a valid driver's license.
- Ability to make sound decisions using information at hand.
- Ability to effectively manage personnel, create a team environment and sustain employee morale.

Education and Experience:

High School diploma or equivalent plus a minimum of five years progressive experience in facilities management, wireless communications management or a

combination of both. An equivalent combination of college study and experience may also be accepted.

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Seeing: Must be able to read computer screen and various reports.				X
Hearing: Must be able to hear well enough to communicate with employees and industry contacts.				X
Standing/Walking:		X		
Climbing/Stooping/Kneeling:	X			
Lifting/Pulling/Pushing: Must be able to lift and transport records weighing up to 50 lbs.	X			
Touching/Grasping/Feeling: Must be able to write, type, and use phone system.				X

Working Conditions:

This factor measures the surroundings or physical conditions under which a job must be done and the extent to which those conditions make the job disagreeable. Consider the presence and relative amount of exposure to dust, dirt, heat, fumes, contaminants, cold, noise, vibration, wetness, etc.

Good working conditions; may involve occasional exposure to some of the elements listed above.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.