

# HENDERSON MUNICIPAL POWER & LIGHT CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: FTTH CONSTRUCTION PROJECT MANAGER**

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## PURPOSE OF CLASSIFICATION

The purpose of this exempt position is to provide technical and administrative direction to the various departments and construction contractors for construction of a Fiber to the Home (FTTH) project for Henderson Municipal Power & Light (HMP&L). Duties include, but are not limited to, coordination and management of projects and on-site supervision. Reports to the Chief Technology Officer (CTO).

## ESSENTIAL FUNCTIONS

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Advise and inform the CTO and staff concerning all matters relevant to the construction project.
- Responsible for the management of the project and project matters; coordinate the activities of the General Contractor and subcontractors in accordance with the project schedule and construction documents.
- Develop and manage agreements and procedures with engineering and construction contractors including but not limited to master service agreements, scope of work, standard operating procedures, and request for proposals.
- Evaluate request for proposal (RFP) responses and recommend partner selection for project.
- Coordinate with CTO and engineering contractor to develop network design parameters including network architecture and route development.
- Coordinate and facilitate make-ready assessment and work activities with Transmission and Distribution Department.
- Provide supervision and be in attendance at the project site whenever work is being performed.
- Coordinate and facilitate all owner and construction team meetings; coordinate work activities with those of other departments, outside agencies, or others as needed.
- Prepare and promptly distribute information to engineers, contractors, and HMP&L staff as appropriate, relevant to project status, problems encountered, changes, or questions.
- Maintain copies of all needed contracts, drawings, specifications, addenda, change orders, approved shop drawings, product data, samples, purchase orders, invoices, and required submittals.
- Responsible for maintaining accurate cost allocation, purchase order submittals, project estimates, and cost submittal records for project. Manage contractor payment submittals and verify accurate costs to budgeted costs for project.
- Develop and coordinate training of internal and external teams for safe and knowledgeable engineering and construction activities, utilizing industry best practices.

- Consult with appropriate staff to review work requirements, status, and problems; assists with problem situations; provide direction, advice, and technical expertise.
- Ensure compliance with all applicable codes, laws, rules, regulations, standards, policies, and procedures; initiates any actions necessary to correct deviations or violations; ensure all tests and inspections required by the contract documents, agencies, and departments are scheduled and reports are provided to appropriate parties.
- Ensure adherence to established safety procedures.
- Monitor status of work in progress including pole make ready, underground locates, conduit and fiber cable and hardware installation, splicing and customer installations; inspect and ensure documentation of completed work.
- Communicate with staff, city departments, vendors, contractors, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.
- Respond to project complaints and questions or refer to appropriate individual; provides information, research problems and provide problem resolutions.
- Review requests for changes, assist in negotiating change requests, and submit recommendations.
- Provide progress reports to CTO and staff regarding percentage of work completed, schedule status, change orders, tests and inspection reports, and any other information of importance to the project.
- Evaluate any work elements, design/drawing conflicts, requests, or schedule impacts that would have a cost or schedule impact.
- Assure the work of each contractor is being performed in accordance with the requirements of the construction documents and notify HMP&L, contractor, and architect of any defects or deficiencies in the work.
- Prepare a list of incomplete or unsatisfactory items to be completed and submit that list to the respective contractor along with HMP&L and engineer, with a schedule of completion. Assure all incomplete work is addressed before the Certificate of Substantial Completion is submitted.
- Lead final project close-out activities and documentation; conduct final inspections to determine whether the respective contractor's work is "substantially complete"; ensure all equipment/facility process training is completed; ensure delivery of all keys, manuals, record drawings/specs.
- Maintains good attendance and punctuality.
- May operate HMP&L vehicles to and from job sites or business meetings, as needed.
- Adheres to and enforces all company safety rules and regulations

### **ADDITIONAL FUNCTIONS**

- Performs related duties as required, necessary, or assigned.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in Construction Management, Civil Engineering, or related field; supplemented by a minimum of 5 or more years previous experience in project management; experience in wire installation (fiber, phone, or cable); comfortable reading and understanding blueprints and drawings; prior supervisory responsibility; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Requires a valid driver's license with no DUI convictions in the previous five years; must pass a drug/alcohol screen, physical exam, and background check upon conditional offer of employment; and residency in Henderson County.

## **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to function in a managerial capacity for a department or organizational unit. Includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate and control the actions of equipment, machinery, tools, and/or materials requiring complex and rapid adjustments, or to assemble, combine, or process complex and sensitive materials.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply faces and principles for developing approaches and techniques to resolve problems.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness, and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## **ADA COMPLIANCE**

**Physical Ability:** Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing, and/or pulling of objects and materials of moderate weight (12-20 pounds).

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, orders, rain, fumes, temperature and noise extremes, machinery, traffic hazards, toxic agents, violence or pathogenic substances.

This job description does not constitute a contract of employment. Any oral or written statements or promises to the contrary are hereby expressly disavowed and should not be relied upon by any prospective or existing employees. This job description is subject to change by the employer (Henderson Municipal Power & Light) at the discretion of the employer, or as the needs of the employer and requirements of the job change. The employer explicitly reserves the right to modify any of the provisions of this job description at any time and without notice. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties or essential functions does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

*Henderson Municipal Power & Light, HMP&L, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, HMP&L will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*