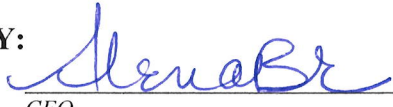
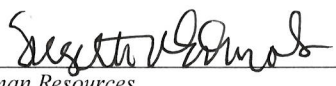


CENTRAL NEW MEXICO ELECTRIC COOPERATIVE, INC.

POSITION DESCRIPTION

JOB TITLE: Broadband Project Manager	FLSA STATUS: Exempt
REPORTS TO: CEO	SALARY GRADE: 7
DEPARTMENT: Broadband	LOCATION: Moriarty
<p>APPROVED BY:</p> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;">  _____ <i>CEO</i> </div> <div style="text-align: center;"> 10.12.21 _____ <i>Date</i> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  _____ <i>Human Resources</i> </div> <div style="text-align: center;"> 10.12.21 _____ <i>Date</i> </div> </div>	

Job Summary

The Project Manager will assist with managing CNMEC’s Broadband market expansion efforts. In addition to day-to-day project management duties, experience in managing fiber network builds is a must. The Project Manager will oversee project-level activities for all products for a given geographic territory, including but not limited to managing activities for installations of cable and fiber network expansion. This position will partner cross-functionally to ensure assigned projects are completed on-time and within budget. The Project Manager serves as liaison between the customer and the project team.

Essential Duties and Responsibilities

- Actively manage all project-level activities with internal and external resources to meet deadlines within budget and within specification throughout entire expansion effort.
- Ensure accurate reporting and forecasting of project timelines, resources, and capital expenditures by partnering and communicating with internal cross-functional teams.
- Be accountable for all deployment activities including but not limited to fiber network design, leasing, due diligence, architectural/engineering, zoning, permitting, project management, construction management, system acceptance, Network Operations Center (NOC) integration, and closeout packages.
- Serve as the single point of contact at the project level for all meetings and calls, providing up-to-date and accurate information on project status, forecasts, and issue resolutions to the leadership teams.
- Serves as lead for the design on multiple large/complex projects.
- Reviews calculations and drawings for permits and construction.
- Knowledgeable in industry specifications and fiber network builds.
- Maintains all project documentation and filings.
- Manages and monitors budgeting, scheduling, and scoping tasks on multiple projects.
- Able to read and understand system designs to ensure proper construction of underground and aerial fiber optics builds.

- Daily and weekly reporting on project milestones and updates.

- Ability to go into the field on an as needed basis.
- Performs other miscellaneous job duties as assigned.

Supervisory Responsibilities

Supervises the installers.

Minimum Qualifications

A Bachelor's degree or equivalent work experience required. Project Manager Certification preferred. Previous Project Management experience with 5+ years' experience in the telecommunications/fiber optic industry preferred.

Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

Possession of a valid New Mexico Driver's License and satisfactory driving record as a condition of initial and continued employment.

Knowledge, Skills and Abilities

- Strong written and oral communication skills, including the ability to present ideas and suggestions clearly and effectively.
- Ability to use advanced project management systems and tools.
- Ability to work with different functional groups and levels of employees to effectively and professionally achieve results.
- Knowledge and understanding of inside/outside plant fiber optic network infrastructures.
- Prior experience with RFP's, pricing/rates, and bidding within the telecom industry.
- Knowledge of constructability practices and principles.
- Effective time management with the ability to work independently, manage multiple tasks, set priorities, and meet deadlines.
- Must present a friendly, courteous image for the Cooperative at all times.
- Must become familiar with CNMEC policies and procedures, and the cooperative's service territory.

Working Conditions and Physical Effort

Usual office working conditions with regular working hours and occasional overtime. Occasional travel may be required. Must be willing to accept work as assigned in all kinds of weather and after hours if necessary.

- **Physical Effort and Dexterity:**
Frequent physical activity to include: sitting, standing, walking, stooping, bending, reaching, crawling, typing, lifting, and carrying office supplies and equipment under 50 pounds.
- **Machines, Tools and Equipment:**
Capable of operating a personal computer, calculator, copy machine, printer, telephone, and any other required office equipment.
- **Visual Acuity, Hearing and Speaking:**
Regularly required to talk and hear and to use close vision and be able to focus. Must have excellent written and oral communication skills, expressing oneself clearly, accurately and to the point. Must be able to present information to others clearly and accurately and work under stress.
- **Environment/Working Conditions:**
Majority of work will be performed indoors under a normal office environment. Frequently subject to both inside and outside environmental conditions to include fluctuating temperatures. Normal

office safety precautions and practices are required. Position may require travel from time to time. The regular work schedule is Monday through Friday.

Note: The preceding statements describe the general nature and level of work performed by the individual assigned to this position. This is not an exhaustive list of all duties, responsibilities and skills required of this position. Nothing in this job description restricts management's right to assign or reassign duties, tasks and responsibilities to this job at any time.