RAMTECH

GENERAL INFORMATION

POSITION TITLE	**Outside Plant Permit Manager**
DEPARTMENT	Telecom and Broadband Engineering
LOCATION	Home Based
REPORTS TO	Engineering Manager
LAST UPDATED	3/8/2024

JOB DESCRIPTION

RAMTeCH is seeking an experienced an OSP Permit Manager, responsible to support our Production Permitting Team by providing technical guidance, training, and expertise for various permit requirements for several simultaneous projects throughout the telecommunication (TELCO) and Multiple System Operators (MSO) / CATV industries.

This is a full-time, home-based position that requires the incumbent to provide a distraction free work environment as well as the capabilities to manage their own daily schedule while performing the following responsibilities.

RESPONSIBILITIES

Provide technical guidance, training, and expertise to:

- Assist with the development and implementation of a centralized permit tracking system and document repository containing all process documents, training documents, quick reference guides, and samples.
- Collaborate with Business Development and Project Management across multiple projects to understand the contractual obligations specific to permit requirements as well as any federal, state, county, city, municipal, and / or private permit requirements for utility attachments or infrastructure placement within right-of-way, easements, corridors, or structures.
- Collaborate with clients, network owners, and approving authorities to understand and replicate local processes and procedures for identifying, creating, and submitting permits.
- Act as RAMTeCH point of contact for client, participating in all project specific interactions with the client, often times being the liaison between client and RAMTeCH production team.
- Conduct reviews of client samples and standard documents to provide experience-based feedback for the level of effort and skills required to create and deliver a high-quality product.
- Create and/or oversee the creation of all permit specific training documents and testing materials to align with all identified permitting requirements.
- Conduct and/or oversee the training of Production and Quality staff to support the various permit requirements across multiple projects.
- Conduct technical reviews, provide recommendations, and support the acquisition or development and implementation of various applications and tools that will drive improvements in timeliness, quality, expertise, and profitability across numerous projects.
- Collaborate with Project Management, Production, Standards, and Quality Teams to ensure all stakeholders clearly understand all potential permit requirements.
- Conduct compliance reviews to ensure all permit requirements were correctly identified, created, and submitted per our standards.

Typical permits that the incumbent will need to support:
- Aerial / Overhead strand, cable, or equipment placement
- New pole placement, pole replacement, or pole attachment
- Pole Loading, make-ready
- Buried conduit, cable, or equipment placement
- Underground structure usage
- Traffic Control Plan (TCP)
- Building entrance, attachment, and equipment placement
- Cell site, tower, or streetlight
- Bridge attachment, railroad, navigable waterway, highway, or high-pressure gas
- Environmental, federal, state, county, city, municipal, or private

SKILLS AND QUALIFICATIONS

- Technically proficient in the identification, creation, and submission of permits for utility placement.
- Advanced knowledge and experience with telecommunications outside plant engineering and construction specifications and methods of placement.
- Excellent organizational skills, communication skills, listening skills, customer-facing skills.
- Familiarity with Utility Pole Loading applications such as OCALC, SpidaCalc, Quick Pole, etc.
- Ability to read and understand telecommunications network drawings, standards, and procedures.
- Proficient in tracking, documentation, and communication.
- Strong work ethic and emphasis on attention to details.
- Strong computer skills with intermediate skills in Microsoft Excel.
- Self-starter with integrity and confidence who strives to achieve in even the most challenging environments with limited supervision.
- Proficient in utilizing multiple applications to manage network records and systems.
- Excellent organizational, analytical, interpersonal, communication, and problem-solving abilities.
- Demonstrate the ability to ensure adherence to client and company standards.
- Applications:
  - Proficiency in:
    - MS Outlook, MS Excel, MS PowerPoint, MS Teams, Google Earth, GIS Software, Adobe Acrobat, and web-based data entry applications

EDUCATION/EXPERIENCE
- Minimum of five years of proven successful project management experience in the broadband telecommunications industry.
- Demonstratable Office 365 Suite skills.
- Applicable degree or certifications preferred.

REQUIREMENTS
- This position will be performed remotely, must have home office configured for productivity and limited interruptions.
- Extremely reliable high-speed internet and cellular service (or land line).
- Travel ~ 10%, however, must be willing to travel within North America when required.
- Must be willing to travel to India, if required.