

## FTTx Project Manager (Denver, CO)

### About Jiggsa, LLC

At Jiggsa, we are all about identifying solutions that fit our client's needs. On paper, we are a fiber and low-voltage technology company offering a wide range of products and services. At our core, we think of ourselves as natural-born problem solvers, forward-thinkers, and solution-seekers integrating technology seamlessly into the built environment.

### Your Opportunity

Jiggsa is looking to add a highly motivated and results oriented Project Manager with experience delivering construction related projects. The role is based out of Jiggsa's headquarters in Denver, CO and will require some travel to project worksites across the US.

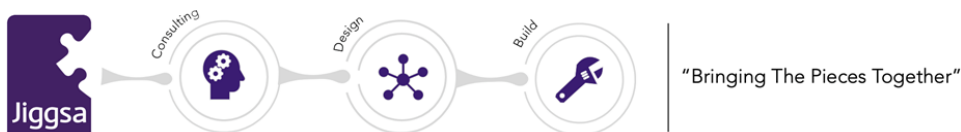
### Job Description

As a Project Manager, you will oversee the planning and implementation of telecommunication projects throughout the entire project lifecycle from conceptual design and planning through construction and project close out. You will be responsible for maintaining clear and effective communication with a variety of stakeholders, managing the procurement of materials, and coordinating the work of subcontractors while responsible for the project budget, schedule, and build quality for multiple projects. If you have experience with fiber and integration systems including GIG internet to multi-dwelling unit apartments (MDUs) and commercial buildings, we have an outstanding opportunity for you to learn, grow, and thrive in a fast-paced work environment!

### Key Responsibilities

- Plans, coordinates, and actively manages a portfolio of projects from start to finish ensuring quality while achieving the established project budget and schedule.
- Acts as a liaison between Jiggsa leadership, clients, engineers, vendors, and subcontractors.
- Prepares SOWs, reviews BIDs, negotiates contractor agreements, and manages all digital project documents.
- Plans and schedules resources with clients and subcontractors to meet project milestones.
- Coordinates material purchases with Jiggsa Purchasing Manager, tracks product shipments, and oversees remote product staging.
- Prepares and tracks all purchase and change orders.
- Maintains project tracking tools with up-to-date information for all projects.
- Assists Senior PM in preparing bi-monthly invoices that accurately reflect project progress.
- Tracks project expenses ensuring projects remain on/under budget.
- Prepares and provides Senior PM with written daily and/or weekly project updates.
- May coordinate and oversee the work of internal Jiggsa field technicians.
- Prepares project documents and correspondence in accordance with Jiggsa standards.
- Conducts periodic site visits requiring overnight travel.
- Other tasks and duties as assigned.

### PM Skills & Knowledge



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- Familiarity with traditional waterfall project methodology: Initiation, Planning, Execution, Monitoring and Controlling, and Close Out.
- Effectively manages all aspects of 10+ projects concurrently.
- Possesses strong analytical, organizational, and time management skills.
- Operates with urgency in coordinating each step of the project delivery process.
- Communicates clearly and effectively both verbally and in writing.
- Builds and maintains rapport with colleagues, customers, and subcontractors.
- Provides outstanding client service in an efficient, timely, and reliable manner.
- Effectively solves problems and confidently makes informed decisions.
- Skilled in reading, interpreting, and marking up architectural/engineering drawings.
- Effectively presents information and leads focused meetings/ discussions.
- Skillfully tracks project status and critical path issues utilizing digital PM tools.
- Intermediate skills with Microsoft Office Suite, Monday.com, Bluebeam, Bid Master, etc.

### Education & Experience

- 2-5+ years of progressively responsible experience managing construction projects with subcontractors. (Required)
- 2-5+ years of project coordination/ project management experience. (Required)
- Intermediate knowledge of low voltage building systems and/or telecommunications. (Preferred)
- US Work authorization. (Required)
- Bachelor's degree or related work experience. (Preferred)

**Employee Status:** Full-time, Exempt

**Job Level:** Individual Contributor

**Travel:** Yes, up to 50% of the time

**Colorado's Equal Pay for Equal Work Act:** Requires employers to provide the following information for positions that may be in Colorado:

- **Hiring Salary Range:** \$65,000 - \$90,000 The final agreed upon compensation is based on individual education, qualifications, experience, and work location. This position is bonus eligible.
- **Benefit Clause:** Medical, dental & vision plans, health saving account, flexible spending account, 401(k) plans, life & AD&D insurance, short/long term disability plans & PTO (vacation, sick & holidays).
- **Background:** background investigation and drug screening are required.
- **Disclaimer:** The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be interpreted as a complete 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.

Jiggsa is an Equal Opportunity Employer.

