



**Position Title:** Manager, Pole Attachment Service

**Dept., BU / Section:** Pole Attachment Service

**Reports to:** President & CEO

### **Summary**

This position manages the Pole Attachment Service on behalf of member systems that have contracted for the service. Responsible for communicating the value, coordinating the service deliverables including but not limited to understanding the joint-use contracts, ensuring the contract provisions are administered, coordinates all elements of the permits, and issuing annual invoices.

### **Responsibilities / Accountabilities**

1. Manage and enforce Joint Use and Attachment Agreements with cable, telephone, and wireless companies
2. Create and maintain NJUNS (National Joint Use Notification System) tickets
3. Coordinate the aerial permit process, including engineering, cost estimates, and construction
4. Generate and track invoices and follow up on collection
5. Notify the appropriate Licensee of safety violations and pole transfers
6. Coordinate Distribution System inspections and surveys including attachment counts, safety inspections, light audits, and asset inventories as requested by members.
7. Meet with members to discuss cost/benefit analysis of the service and assess the member's current status with attachers and joint users on utility poles.
8. Review, prepare, negotiate, and advise on statewide agreements and provisions
9. Assist with execution of new Agreements

10. Make recommendations for city ordinances to address certain aspects that may not be covered in Joint Use and Pole Attachment Agreements, presents the ordinances, and assists the member with implementing them.
11. Prepare Activity Reports and Action Reports for management.

### **Qualifications**

Generally requires a bachelor's degree in a business-related discipline with at least 3 years of demonstrated related experience with an electric utility or municipal government. A combination of education and related experience may be substituted in lieu of a degree.

Must have strong customer focus and ability to build strategic working relationships with vendors and members.

This position will require some overnight travel within the state of Georgia. Must have, or be able to obtain, a valid Georgia driver's license

### **Skills Required:**

1. Decision making and problem solving
2. Strong interpersonal, negotiation and communication skills both oral and written
3. Strong computer skills including MS Office Suite (Word, Excel, etc.)
  - a. Strong Excel skills: lookups, Pivot Tables, etc.
4. Exceptional organizational skills with the ability to manage multiple priorities
5. Maintain a regular and dependable attendance and high level of performance
6. Familiar with Google Earth

### **Skills Desired:**

1. Analytical and financial analysis skills
2. Experience project management

3. Presentation skills

**Disclaimer**

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required.

**To Apply:**

Please complete an online application and email, fax or mail resume to the following:

Electric Cities of Georgia, Inc.  
Attn: Manager – Pole Attachment Service  
1470 Riveredge Pkwy, NW  
Atlanta, GA 30328  
f. 678.202.3110  
sbraddick@ecoga.org