



Vertical Bridge Job Description

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| Job Title: | Regulatory Compliance Specialist | Date: | 08/30/21 |
| Department: | Operations | Location: | Boca Raton, FL |
| Reports To: | Director Regulatory Compliance | FLSA Status: | Exempt |

Purpose:

The Regulatory Compliance Specialist is responsible for assisting the regulatory and environmental compliance team. Responsibilities include Airspace, NCT, and TOWAIR studies, FAA/FCC filings, environmental compliance, lighting changes and verification, NOTAM assistance, and ROM support.

Job Functions:

1. Process filings with FAA/FCC for existing VB towers, Development, M&A, and carriers
2. Assisting carriers and site acquisitions with questions and concerns pertaining to regulatory matters
3. Follow through with new FCC ASR process by placing sites on National Notice, also tracking the progress
4. Assist in the transfer process for FCC ASRs on sites acquired by Vertical Bridge
5. Assist in running reports through Airspace (ASAC), FAA NCT, and FCC TOWAIR studies for Development, M&A, and carrier
6. Verify FAA/FCC databases to ensure information is correct and concise
7. Ensure proper lighting is installed as mandated by the FAA
8. Assist with AM Compliance issues
9. Filter all environmental issues and questions pertaining to NEPA's, Phase 1's and environmental questionnaires
10. Assist with migratory bird issues ensuring carriers follow the VB Migratory Bird Policy set forth. Permit pulling may also be required in certain cases
11. Work closely with NOC vendors (site monitoring) to keep the databases up to date with domestic sites
12. Assist with opening NOTAM's for new builds and existing towers when needed
13. Help resolve any database discrepancy tickets issued by the NOC
14. Assist with PO's and check requests for the Operations team
15. Various data mining activities to update the Site Administrative System
16. Support the Regional Operation Manager's and Regional Site Technician's in the field on day to day needs
17. Support all departments with questions and concerns regarding Operations related issues
18. Other job duties as assigned

Working Conditions and Physical Demands:

Candidate will work directly in the corporate office and some travel will be required. If necessary, job will require minimal evening and weekend work for emergency situations.

Qualifications:

1. Four-year degree preferred or equivalent combination of education and experience
2. Minimum 3 years' experience in both FAA and FCC rules, regulations, and procedures as they pertain to antenna structures
3. Minimum 3 years' experience in environmental documents such as Phase 1's, NEPA's and EA's
4. Prefer experience in FAA, FCC, and Airspace Management. TERPS calculation knowledge is a plus
5. Knowledge of FAA lighting and marking requirements preferred
6. Knowledge in both AM compliance studies and NEPA process preferred



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7. Knowledge of contracts, tenant leases, and ground leases preferred
8. Expert user of Excel and proficient with other MS Office suite products
9. Excellent client and vendor relationship management skills
10. Disciplined, organized, and thorough individual who is a self-starter
11. Effective in an entrepreneurial culture, working independently and as part of a team

Vertical Bridge is committed to a policy of equal employment and will not discriminate against an applicant or employee. Vertical Bridge is an Equal Employment Opportunity Employer M/F/D/V.

Any offer of employment by Vertical Bridge is contingent on proof of COVID-19 vaccination by showing a COVID-19 Vaccination Record Card, immediately initiating the vaccination process, or requesting an exemption based on a qualifying medical condition or sincerely held religious belief.