



Delivery / Shop Assistant

GridLock Traffic Systems, Inc. is a highway contractor specializing in traffic safety services including rentals, installation and removal of construction signs, road/lane closures, and pavement markings.

Compensation: **\$12.00 - \$15.00 / hour depending on experience**

Employment type: **This is a full-time seasonal position with possibility of transitioning to non-seasonal with full benefits including paid vacation, medical insurance, dental insurance, life insurance, employer matching 401k.**

Position Summary

Perform deliveries and pick-up of traffic control equipment and perform all aspects of shop/yard responsibilities.

Key Roles and Responsibilities

- Delivery and pick-up of traffic control rentals and sales items
- Load and unload trucks manually and with forklifts
- Perform various shop related tasks including maintenance and repair of traffic control equipment, sign fabrication and lettering, performing tasks utilizing power tools
- Customer service
- Maintenance and general upkeep of shop and yard
- Understand and adhere to Company policies, procedures, rules and regulations
- Responsible for accuracy on paperwork (work orders, timesheets, etc.)
- All other duties as assigned

Essential Functions

- Lift, carry, load and unload construction items including pavement marking supplies and equipment, signs and sign installation/removal equipment etc. weighing 50+ lbs.
- Drive company-owned vehicles to deliver and pick-up traffic control rental and sales equipment throughout the State of Indiana
- Operate forklift
- Operate and maintain vehicles including pick-up trucks, stake bed trucks, trucks w/ trailers, etc.
- Proper use of power tools to cut, drill, and perform various shop duties
- Knowledge of safety procedures for securing and transporting cargo
- Reading/writing ability and math skills to accurately complete paperwork
- Ability to read maps and knowledge of state and local roadways
- Verbal and written communication skills
- Self-starter with strong self-imposed structure
- Teamwork and strong interpersonal skills
- Ability to work in any weather environment
- Willingness to work overtime

Additional Requirements

- Current Motor Vehicle Record is required with application - good driving record is mandatory
- Must be willing to obtain a Chauffeurs license and required physical prior to hire and be willing to obtain CDL per Company regulations
- Must be able to pass a pre-employment drug test and will be subject to random drug tests
- Must be able to pass internal written testing

Preferred Qualifications

- Delivery or service industry experience
- Current CDL

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An Equal Opportunity Employer