



Project Manager

Reports to Construction Manager

Key Roles and Responsibilities

- Coordination of staffing, material, and equipment needs of multiple projects.
- Perform take-offs in order to prepare work orders and load lists to organize for future field activities.
- Perform notification of required utility locates.
- Review completed work orders and time sheets for accuracy and proper documentation of quantities and pay activities.
- Coordinate with customers and owners' representatives to problem-solve and discuss discrepancies, change order disputes, and schedule difficulties in order to reach a resolution.
- Assist the Superintendents with field operations as needed.
- Attend pre-construction and progress meetings of multiple projects, as well as other specific meetings throughout the duration of the project.
- Comprehend INDOT Specifications, especially sections 100, 801, 802, and 808. Apply knowledge in order to perform activities correctly and accurately in the most efficient way possible.
- Effectively communicate with co-workers, supervisors, customers (prime contractors), and owner's representatives through clear and concise electronic, written, and verbal methods.
- Understand and adhere to Company policies, procedures, rules and regulations.

Essential Functions

- Excellent reading/writing ability and math skills
- Ability to read and comprehend blueprints, construction plans, and specifications
- Excellent logistics ability to identify and solve problems
- Excellent computer skills (Microsoft Office, Adobe)
- High sense of urgency for customer needs
- Effective verbal and written communication skills
- Efficient time management, organizational, and multi-tasking skills
- Self-starter with strong self-imposed structure
- Willingness to work, when necessary, in order to accomplish ever-changing workload
- Good driving record: must be insurable to drive company vehicles

Preferred Qualifications

- Associate or Bachelors construction management, engineering or technical degree
- 2+ years of experience in the heavy highway construction industry
- Experience with INDOT or other public projects

Perform other related duties incidental to the work described herein. The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.