



Project Manager

Job Summary

The Project Manager will oversee the coordination of staffing, materials, and equipment across multiple projects. This role requires strong organizational skills and effective communication to ensure project success, including managing work orders, utility locates, and liaising with clients and team members to resolve issues. The Project Manager will assist with field operations and ensure adherence to project specifications, timelines, and budgets.

Starting Salary \$90k + Bonus Program

Monday-Friday on site. Nights and Weekends may be required at times.

About Us

At GridLock, safety is our top priority. Since our founding in 1998, we have built our business on a strong safety culture, ensuring the protection of both workers and the traveling public. As Indiana's most experienced traffic control and striping contractor, we are committed to providing high-quality service, with a focus on continuous improvement and the use of state-of-the-art equipment. Our well-maintained traffic control rental equipment inventory is the largest in the region, ensuring we meet all your safety needs. With a proven track record of completing projects on time and within budget, we pride ourselves on delivering superior service and reliable solutions, earning the trust of our clients across a range of high-profile projects.

Responsibilities

- Coordinate staffing, material, and equipment needs for various projects.
- Perform take-offs to prepare work orders and load lists for future field activities.
- Manage utility locate notifications as required.
- Review completed work orders and timesheets for accuracy, ensuring proper documentation of quantities and pay activities.
- Communicate with customers and owner representatives to address issues such as discrepancies, change orders, and schedule challenges, working towards resolutions.
- Assist Superintendents with field operations when necessary.
- Attend pre-construction and progress meetings, both virtual and on-site, for multiple projects.
- Understand and apply INDOT specifications, particularly sections 100, 801, 802, and 808, ensuring work is performed efficiently and correctly.
- Communicate effectively with co-workers, supervisors, customers, and owner representatives through clear, concise written, verbal, and electronic methods.
- Adhere to company policies, procedures, and regulations.

Experience

- Strong reading, writing, and math skills.
- Ability to read and interpret blueprints, construction plans, and specifications.
- Excellent problem-solving and logistics abilities.
- Proficiency with Microsoft Office and Adobe software.
- High sense of urgency to meet customer needs.

- Effective verbal and written communication skills.
- Strong time management, organizational, and multi-tasking skills.
- Self-motivated with the ability to work independently and maintain structure.
- Flexibility to adapt to changing workloads and demands.
- Perform other related duties as assigned.
- Rather than requiring a certain number of years of experience, specify the actual skills and competencies needed to perform the job successfully. This allows for candidates with transferable skills from various backgrounds.
- Experience in the heavy highway construction industry.
- Experience with INDOT or other public projects.
- Clean driving record and insurable to drive company vehicles.
- Associate's or Bachelor's degree in Construction Management, Engineering, or 2+ years of industry experience

Benefits

Clearly list the benefits of working for your company. Some of the key things candidates look for include:

- Competitive Salary + Bonus Program
- Company Truck + Fuel
- 15 Days Paid time off starting
- Medical/Dental/Vision Insurance
- 401k + company match
- Cell Phone Stipend + Laptop

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An Equal Opportunity Employer