



## **Project Manager (Rotary Drilling)**

**Gregg Drilling, LLC**

**Signal Hill, CA**

Project Managers are responsible for planning and executing project related tasks and supporting field crews. A background and/or Rotary Drilling field experience is highly preferred. Project Managers will work closely with all facets of the company to help ensure safe, efficient, and quality work throughout the company.

### **Job Duties and Responsibilities:**

- Responsible for management of Rotary drilling field crew and work
- Approve dispatch documents for field and yard crews, and accounting department
- Obtain project specific documents (work orders, HASP, JSA, COI, city business licenses, etc.)
- Daily crew and project scheduling.
- Provide HSE manager relevant documents in a timely manner for review.
- Order inventory of supplies, tooling, and equipment.
- Project invoicing.
- Complete project cost estimates and proposals.
- Practice and enforce safe work techniques, safety policies, guidelines, and procedures
- Regular local travel required; some out of town travel may be required

### **Skills and Qualifications:**

- Bachelor's degree in geosciences, engineering, environmental science, or related discipline required
- 3 years experience in the environmental and/or geotechnical industries
- Knowledge and experience with Rotary drilling, site investigation, and remediation techniques preferred
- Ability to manage and prioritize multiple projects
- Desire and interest in supporting field staff and promoting a culture where quality work is a priority
- Excellent verbal and written communication skills
- Experience with Microsoft Suite of applications (word, excel, etc.)



### **Compensation/Benefits:**

Along with a competitive salary, Gregg provides a full range of programs that provide flexibility and choice to meet the individual needs of our employees and their families.

- Medical/Dental insurance
- 401(k) Retirement Savings Plan with Company Match
- Paid Time Off

### **About Gregg:**

- Since our inception in 1985, Gregg Drilling has been widely recognized as a leader and innovator in drilling, sampling, and subsurface investigation. Providing clients in industry and government with the highest quality services. Gregg has earned the position of a leader within our industry by building a team of highly experienced personnel and management who reflect our mission and embody our commitment to providing the highest quality services. Everyone at Gregg has a vested interest in our success and is motivated to provide our clients with the most responsive and cost-effective service.

### **Gregg Regional Office:**

- Signal Hill, CA – Southern California

Gregg Drilling, LLC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law. This policy applies with regards to all aspects of one's employment, including hiring, transfer, promotion, compensation, eligibility for benefits, and termination.

Job Type: Full-time

Pay: 75-85k – Negotiable depending on experience