

# Assistant Construction Manager

Indianapolis/  
Eastern Indiana Area



## Company Profile

**United Consulting** is a full service, civil engineering firm which was established in 1965. We have been named "Best Places to Work in Indiana" eight times by the Indiana Chamber of Commerce. This achievement conveys our staff likes where they work and the jobs they get to work on. We take pride in maintaining a desirable and rewarding workplace culture for our employees and excellent services to our clients.

Currently, we have an exciting opportunity in our Construction Inspection Department to offer the right candidate who desires to play an integral role in transforming projects into reality.

**United** offers a competitive salary; four and a half day work week; 401K with 6% company match; health and wellness incentive program; health, vision, and dental insurance benefits; and many additional company perks.

We promote a healthy work/life balance and encourage employee participation in numerous company functions such as golf events, holiday parties, summer picnics, and many fun activities.

## Minimum Experience, Education, Duties, Skills, and Requirements:

### Experience:

- No less than two years of Construction on related inspection on for federally-funded road and bridge projects

### Education:

- Associates Degree in Construction Management Technology or equivalent

### Duties:

- Represent the owner as their on-site representative
- Responsible for the project's daily operations and compliance with the plans, contract documents, and specifications
- Responsible for all aspects of project inspection, including but not limited to; the preparation and submission of reports, keeping accurate records of work performed for purposes of payments to the Contractor, material records, and preparation of the Final Construction Record
- Perform inspection duties on various construction activities as needed
- Act as a liaison between the prime contractor and the owner(s) of the contract by coordinating and conducting progress meetings, handling project correspondence, distribution of minutes and helping to maintain the project schedule
- Maintain the confidentiality of information regarding clients and company practices
- Perform other duties as assigned

**Apply now to become a part of our innovative team!**

EOE M/F/D/V



For consideration, please send your resume and cover letter to Brandy Ferguson, MS - email: [hr@ucindy.com](mailto:hr@ucindy.com)

1625 N. Post Road • Indianapolis, IN 46219 • 317-895-2585 • 800-536-2594 • [ucindy.com](http://ucindy.com)

