

# Bridge Project Team Leader

*Indianapolis, Indiana*



## 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 Bridge Department to offer the right candidate who desires to play an integral role in transforming bridge 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:

We currently have an opening for a civil engineer as a Bridge Project Team Leader in **UNITED'S** Bridge Department. The ideal candidate will embrace the progressive challenge to evolve into a well-rounded engineer, capable of designing multiple elements of a broad range of bridge projects, inspire their design team to become better engineers and technicians, and deliver on a diverse group of bridge projects.

The successful candidate for this position will be responsible for leading a Bridge Design Team and managing projects from inception to completion including project proposals, provide quality control on the design deliverables, developing the skill sets of their team members, and meeting with clients. Applicants must have their Professional Engineers license in the state of Indiana or able to receive it by proxy and be an INDOT certified Bridge Inspection Team Leader.

The successful candidate will be trained to succeed in project management and will be self-motivated with a strong technical background and excellent written and verbal communication skills.

Bridge Project Team Leaders must have their PE with a minimum of 10 years of work experience.

See the following page for a full job description.

**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 Casey Rowlett - email: [hr@ucindy.com](mailto:hr@ucindy.com)  
8440 Allison Pointe Blvd, Suite 200 • Indianapolis, IN 46250 • 317-895-2585 • 800-536-2594 • [ucindy.com](http://ucindy.com) 



**Title:** BRIDGE PROJECT TEAM LEADER

**Reports To:** Bridge Department Manager

**Education:** Bachelor of Science Degree in Civil Engineering

**Registration:** Professional Engineer in the State of Indiana

**Experience:** Not less than 10 years in Bridge Engineering

**Duties:**

- Develop a project from inception through the completion of construction
- Efficiently complete an entire set of contract documents, including plans, specifications, quantities, and estimate
- Conduct meetings, including composing meeting agendas and minutes
- Client contact
- Work with and manage sub-consultants
- Work and coordinate with other internal departments
- Manage project costs to deliver profitability
- Identify additional work requested by client beyond the scope of the contract
- Assemble supplements, proposals, and engineer's reports
- Certify contract plans and designs
- Meet deadlines
- Alert Department Manager immediately upon realization of a problem on a project
- Complete tri-weekly Team Project Status Reports
- Complete a Team 3-Week Schedule
- Complete monthly Team invoicing and quarterly Team invoice projections
- Review weekly Team time-sheets
- Evaluate staff performance and training needs
- Maintain the confidentiality of information regarding our clients and company practices
- Perform other duties as assigned

**Skills:**

- Work independently with minimal instruction
- Must possess strong communication skills
- Possess strong interpersonal skills required to manage support staff in a "team" concept
- Work on multiple projects at once
- Schedule and direct the entire Team
- Proficient in the use of the Indiana Design Manual, INDOT Specifications Book, INDOT Standard Drawings, INDOT Utility Coordination, and INDOT Pavement Design Processes
- Working knowledge of the INDOT Environmental process, INDOT Permitting process, and the INDOT Land Acquisition process
- Proficient with a computer and Microsoft Word, Excel, Outlook, Project, ACAD software, and structural design software
- Must be able to motivate staff

**Physical Requirements:**

- Able to work seated 9 or more hours per work day
- Able to work 40 or more hours per work week as needed
- Able to work outdoors traversing uneven or difficult terrain
- Able to travel throughout Indiana including overnight stays

**Other Requirements:**

- Possess a valid Indiana driver's license
- Agree to abide by the personnel policies identified in the Company Policy