

Transportation Project Manager

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 Transportation Department to offer the right candidate who desires to play an integral role in transforming transportation 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:

- 8 to 12 years of civil engineering experience on transportation design projects
- Licensed Professional Engineer in the state of Indiana
- Preferred INDOT certified Pavement Designer
- Preferred INDOT certified Utility Coordinator

Education:

- Bachelor's Degree in Civil Engineering from an ABET-accredited college

Duties:

- Prepare a complete set of contract documents including plans, specifications, quantities, and cost estimate
- Conduct meetings in the office and with clients (some in evenings)
- Work and coordinate with a design team and with other internal departments
- Lead proposals and presentations for clients
- Meet project deadlines
- Sign final tracings

Skills:

- Must possess strong interpersonal and communication skills
- Able to work independently with minimal instruction
- Able to work on multiple projects at once
- Strong interpersonal skills to work within a design team
- Able to work outdoors traversing uneven or difficult terrain
- Use and proper application of the Indiana Design Manual, the INDOT Standard Specifications, and the INDOT Standard Drawings
- Mentoring of Project Engineers and Design Engineers

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

8440 Allison Pointe Blvd, Suite 200 • Indianapolis, IN 46250 • 317-895-2585 • 800-536-2594 • ucindy.com 



Title: PROJECT MANAGER

Reports To: Project Team Leader

Education: Bachelor of Science Degree in Civil Engineering or equivalent

Registration: Professional Engineer in the State of Indiana, or able to obtain within 12 months

Experience: Not less than 8 years in Transportation Engineering

Duties:

- Develop a complete project from concept to completion
- Conduct meetings, including composing meeting agendas and minutes
- Client contact
- Work with and manage sub-consultants
- Work with and coordinate with other internal departments
- Assemble Supplements, Proposals, and Engineer's Reports
- Certify Contract Plans and Designs
- Meet deadlines
- Alert Project Team Leaders immediately upon realization of a problem on a project
- During independent project development, scheduling of support staff will be coordinated through the Project Team Leader
- Support staff will report to the Project Manager regarding project development tasks
- Update Project Team Leader on the project development
- Make recommendations on invoicing
- Maintain the confidentiality of information regarding our clients and company practices
- Perform other duties as assigned

Skills:

- Able to work independently with minimal instruction
- Must possess strong communication skills
- Possess strong interpersonal skills required to work in a "team" concept
- Able to work on multiple projects at once
- Proficient in use of the Indiana Design Manual, the INDOT Specifications Book, the INDOT Standard Drawings, the INDOT Utility Coordination process and the INDOT Pavement Design process
- Working knowledge of the INDOT Environmental process, the 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

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