

# Assistant Construction Manager

Central/Southern 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 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:

- Bachelor's Degree with EI, or not less than 2 years in construction related field

### Education:

- No less than an Associates Degree in Construction Management Technology/Engineering

### 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 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:** CONSTRUCTION MANAGER II

**Reports To:** Department Manager

**Education:** Associates Degree in Construction Management/Technology; Bachelor of Science Degree in Civil Engineering with EI certification preferred

**Registration:** None required

**Experience:** Bachelor's Degree with EI, or not less than 2 years in construction related field

**Certifications:**

- Must have passes all INDOT Certified Technician tests or be able to pass within 12 months of hire
- Must be competent in Site Manager, certification preferred
- Must attend and pass all training/certification classes prescribed by the Department Manager

**Duties:**

- Represent the convening local authority as their on-site representative
- Able to work with minimal supervision and support
- Able to manage projects up to \$2 million construction cost or greater
- Able to work effectively with property owners and business owners
- Able to manage local projects and single client projects
- Able to manage United Consulting design projects
- Able to manage a Federal Aid Project with limited support
- Maintain the confidentiality of information regarding clients and company
- Able to complete an accurate Final Construction Record
- May assist Construction Manager I on larger projects
- Willing to be trained and mentored

**Skills:**

- Must possess strong interpersonal skills
- Must possess good communication skills
- Must possess excellent organizational and management skills
- Must possess other technical skills necessary to perform the duties of this position

**Physical Requirements:**

- Able to work seated or standing 8 or more hours per day
- Able to work 40 or more hours per work week as needed
- Able to work outdoors for long periods of time in all weather conditions while negotiating 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

**Apply:**

- Qualified candidates may apply by sending their resumes to [hr@ucindy.com](mailto:hr@ucindy.com)

A Limitations and Disclaimer statement included in the index is made a part of this description.