



Jacobi, Toombs & Lanz

Construction Inspection Team Leader

Reports To: Vice President – Engineering

Education Req.: Bachelor of Science preferred, but not required.

Licensure Req.: Professional Engineer preferred, but not required.

Experience: 10 years of construction or utility background with 5+ years of management experience with a team of 5 or more.

Description: The Construction Inspection Team Leader will be responsible for the effective management of a team of 8 or more construction field inspectors for the successful delivery of client construction projects throughout the Indiana and Kentucky regions. Team Leader will be responsible for maintaining a culture and atmosphere of a safety driven environment while successfully managing a team of company minded inspectors.

Responsibilities:

- Successfully manage a team of construction inspectors
- Facilitate and oversee the interaction between clients and contractors, such as verbal and written communication for pre-construction and progress meetings, regular project updates and reports, final walk-throughs, and close out documents
- Management of construction document review during project construction, including pay applications, inspector field notes, shop drawing and submittal review and other documents as necessary
- Facilitate construction plan document revisions and issues with engineering staff as necessary
- Oversight and hiring of inspection staff and interns for team growth and sustainability
- Work with and manage sub-consultant involved with inspection and field testing efforts
- Evaluate team staffing needs and work with management team to fill gaps
- Facilitate and direct team meetings for project delivery and needs
- Interact with and facilitate regular client communication
- Interact with other company team leaders for project scheduling and workload needs

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About Jacobi, Toombs and Lanz:

Jacobi, Toombs and Lanz, Inc., Consulting Engineers and Land Surveyors is a Civil Engineering firm with over 60 years of experience. We have a proven record in the planning, design, and construction supervision of diversified projects, covering the full range of municipal infrastructure.

The firm was established in 1955 as a sole proprietorship, and today, as a private corporation, has offices in Indiana and Kentucky with a staff of nearly 50 employees. Our clients include Federal, State and local agencies, developers, utility companies, and private firms.

Jacobi, Toombs & Lanz, Inc. is an equal opportunity employer and we do not discriminate on the basis of race, color, religion, sex or national origin.

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For consideration, please email resume to careers@jtleng.com.

Construction Inspection Team Leader

Responsibilities *continued:*

- Maintain team project workload schedule and budget forecasting on a monthly basis
- Evaluate team continuing education and training needs for team proficiency and growth
- Encourage and facilitate team comradery through team building efforts
- Manage and assist with project forecasting and billing for both short and long term planning
- Provide oversight of standard construction practices and coordinate technical needs with project engineers
- Assist project engineers and inspection staff with utility relocations and coordination for a successful project delivery
- Establish a relationship with local utilities and municipal staff for open communication on project needs
- Facilitate and oversee the company safety policy for all construction inspection staff and engineering support staff involved in the oversight of construction projects

Skills

- Ability to observe and assess team skills and needs
- Strong communication and interpersonal skills for the effective management of a team
- Ability to effectively manage multiple projects and tasks
- Microsoft Office Suite and general computer operation proficiency
- Working knowledge of construction industry (heavy highway and utility) and safety standards
- INDOT & KYTC experience is a plus, but not required. Ability to learn INDOT & KYTC software programs.
- Ability to learn client standards and secure necessary technical proficiencies as required by clients.
- Staff motivation and technical guidance
- Planning and budget administration skills

Physical Requirements:

- Ability to traverse uneven terrain
- Ability to travel to jobsites throughout Indiana and Kentucky
- Ability to work 40 hours or more per week as needed
- Ability to work remote and in office as directed by management

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