

Field Services Lead - Construction Inspection

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Company: Resolution Group, Inc.

Location: Indianapolis

Category: other-general

Due to department and company growth, Resolution Group, Inc. (RGI) is seeking an experienced **Field Services Lead - Construction Inspection**. Qualified candidates will have experience observing, testing and documenting INDOT, City of Indianapolis DPW and Citizens Energy Group (Citizens) infrastructure projects.

Job Description

Duties & Requirements:

Assist Director of Construction Services with invoicing, timecards, expenses, scheduling, client meetings, and safety reviews.

Assist field staff with scheduling, training, reviews, PPE, equipment and quality.

Act as RGI's representative communicating with clients.

Assist with contract administration and negotiations, including scope, rates and general terms.

Perform on-site observations/site visits and produce field reports from those visits.

Frequent visits to job sites maybe be required.

Act as a liaison between our design professionals, contractors and Owners

Represent firm at PreBid, Bid, Preconstruction or Construction meetings or as required.

Review RFIs, submittals / shop drawings and schedules for compliance with contract documents.

Build and maintain favorable working relationships with clients, contractors and other team members.

Act as Project Engineer/Project Supervisor/ RPR for assigned project(s).

Oversee daily construction operations to assure that the contractor is following contract documents, construction plans and owners' specifications.

Assist with scheduling inspection staff for assigned construction project(s).

Provide inspection and testing for various roadway, bridge, utility and traffic construction and rehabilitation projects

Read and interpret construction plans, project specifications, supplemental documents, and as-builts

Prepare detailed daily field reports with photo documentation

Provide cut and fill quantity calculations

Provide quality check on contractors' product and work

Inspect the contractors' materials and installation methods in accordance with the approved plans and specifications

Familiarity with INDOT, DPW and CEG Change Order operations

SiteManager (Field Assistant) and DPW's CIP experience a plus

Job Requirements:

High school degree required.

Bachelors in Civil Engineering, Construction Management or similar a plus but not required.

10 years + of experience in inspection or testing of infrastructure projects

Have INDOT Certified Technician's certification in Bridge Construction and Deck Repair, Concrete Paving, Construction Earthworks, Construction Procedures 1, Construction Procedures 2 and Hot Mix Asphalt Paving

Strong communication skills

Working knowledge of Microsoft Office suite.

Valid driver's license

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