**DESIGN TEAM LEADER**

Woolpert, Inc. is a cutting-edge national architecture, engineering and geospatial (AEG) firm delivering value to clients by blending engineering excellence with innovative technology and geospatial applications. Woolpert was recently certified as an Employer of Choice by Great Place To Work®. We believe great companies are built from exceptional people and amazing clients. As we grow, we are seeking a Design Team Leader in our **Indianapolis, IN** office**.**

The Design Team Leader is a strong communicator (written/oral) and collaborator capable of working with technical staff, management, and firm leadership. They are responsible for effective planning and scheduling of key resources on aviation planning/design projects, managing the technical staff including promoting the growth of the team, and has managerial and technical problem-solving skills to meet the team’s challenges. The Design Team Leader tracks and manages phases for Planning Projects, Design projects, and Construction Projects. Reporting staff include aviation engineers, planners, engineering technicians, CAD specialist, field inspectors, and grant administrators. The Design Team Leader performs goal setting for the team, conducts performance reviews, and works with the discipline leader on personnel changes and interviews and hires technical team members when appropriate. The Design Team Leader also provides a technical role to the team in addition to the people management role. This may include but is not limited to planning, design, budgeting, scheduling, monitoring or a specialized aviation skill on project related work.

**Responsibilities:**

* Establishes employee performance goals, provides regular feedback and works with discipline leaders and assigned technical team members to achieve individual and sector goals.
* Effectively resolves conflict within team by initiating and facilitating communication.
* Mentors and coaches their direct reports.
* Clarifies performance expectations of phase and/or task deliverables.
* Directs and delegates execution of quality project deliverables to and among technical team members.
* Communicates issues affecting phase/task or project schedule, budget or quality and escalates unresolved issues to project manager and/or discipline leader.
* Identifies plan vs. actual performance variances. Provides monthly reporting of resource planning, percent completes, budget dollar variance and market communications.

**Requirements:**

* BA/BS in engineering, aviation, or technical design field.
* A minimum of 6+ years professional experience preferred.
* Previous people management experience that includes having established goals with staff, conducting performance reviews, conflict resolution, and a desire to lead to success.
* Must be able to make sound decisions/recommendations based on the evaluation and synthesis of project information and data.
* Must possess strong organizational skills to successfully manage multiple, competing priorities.
* Must be comfortable taking initiative to interact with others.
* While committed to team efforts, must be willing to act independently.  A strong sense of personal responsibility for deadlines and work product is a must.
* Must write clearly, including grammar, spelling and punctuation.
* Proficiency with Microsoft Office.
* Skilled at working online and with databases (Microsoft Excel).

**ABOUT WOOLPERT:**

* *Leading Innovation and Integrity...* As members of a leading architecture, engineering and geospatial (AEG) firm, Woolpert employees inspire each other to be the best through their ingenuity, diversity and vision. With projects that contribute to the sustainability, security and efficiency of federal, local and private-sector clients across the U.S. and abroad, our employees appreciate rewarding careers that contribute to advances in the Architectural/Engineering/Geospatial industry while also knowing they’re serving the needs of some of the best communities and organizations around the world.
* *Presenting Opportunities and Challenges at Every Turn...* As a firm that recognizes the importance of developing top talent from within, our employees have access to a wide range of training and coaching programs and are rewarded for their achievements through our excellent benefits package and competitive salaries.
* Our vision: <http://woolpert.com/resource/ourvision/>
* Learn more about our “Great Place To Work” certification: http://reviews.greatplacetowork.com/woolpert-inc Woolpert is an EEO/AA Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or veteran status. We maintain a drug-free workplace.