

**Carnow, Conibear & Assoc., Ltd. (Carnow Conibear),
a leading environmental, health and safety consulting firm located in downtown Chicago, has
an excellent opportunity for a:**

Director, Asbestos & Lead Team

We are looking for an experienced professional to assume management responsibility for Carnow Conibear's Asbestos & Lead Team. The Director will focus on staff performance, development and adherence to company policies and procedures as well as optimizing department processes to ensure company resources are used efficiently and effectively and quality standards are maintained. The Director will oversee the proper coordination of projects, equipment and staff to ensure all technical aspects of each project proceed as planned and that deadlines, budget requirements and overall client satisfaction are achieved. Additionally, the Director will supervise the preparation of proposals to ensure profitability and participate in business development activities to win project opportunities and build and maintain client relationships.

Priority Responsibilities will be:

- Industrial Hygiene staff management and professional development
- Evaluating, developing and implementing department policies and processes
- Project oversight for the Asbestos & Lead Team
- Asbestos and lead project proposal review

Responsibilities include:

- Provide leadership and guidance to Asbestos & Lead Team staff, including:
 - Overseeing professional development
 - Effectively managing performance
 - Delegating tasks and responsibilities while maintaining accountability
 - Providing ongoing feedback and frequent team communication
 - Resolving underperformance and conflict
 - Conducting annual performance reviews
 - Ensuring department is staffed to provide expected levels of service while meeting billability requirements
- Plan and staff projects to ensure profitability, on-time completion and client satisfaction.
- Identify opportunities and challenges and devise plans to address business issues.
- Review, develop and maintain department procedures and goals.
- Industrial Hygiene equipment management oversight.
- AutoCAD program oversight

- Establish and grow working relationships with clients
- Business development
- QA/QC Support

Desired Skills:

- Leadership. The ability to inspire and guide teams with diverse levels of experience, to think strategically, and to make and support decisions that align with the company's values and goals and position Carnow Conibear for success.
- Clear and effective verbal and written communication skills; active listening skills.
- Ability to analyze issues, identify potential solutions and make informed decisions about complex issues, sometimes under pressure.
- Knowledge of budgeting, financial analysis and resource management.

Preferred Education, Credentials, and Professional Experience:

- Bachelor's degree required. Advanced degree desired, but not required.
- IDPH license required in one or more categories: BI, PM/ASP, LRA.
- IDPH Project Designer license desired, but not required.
- PE, CHMM professional designation desired, but not required.
- 10 or more years of work experience in the IH field, including managing staff, in an environmental consulting firm.
- Industry referrals.

This is a terrific opportunity for an experienced professional. Carnow Conibear offers training, opportunity for growth, and a competitive total compensation package for qualified individuals.

Candidates shall submit resume to: Barb Billhardt (ccahiring@ccaltd.com)
Carnow, Conibear & Assoc., Ltd.
600 West Van Buren Street, Suite 500
Chicago, IL. 60607

Carnow Conibear is an equal opportunity employer seeking a diverse group of qualified individuals to consider.