

Operations Supervisor

The TAB Operations Supervisor plays a dual role as both a lead field technician and frontline supervisor, supporting the successful execution of Testing, Adjusting, and Balancing (TAB) projects. This role is responsible for leading jobsite execution, mentoring and training entry level and junior technicians, ensuring adherence to company standards, and coordinating day-to-day field activities in alignment with project goals. The position supports the regional operational leadership by serving as the on-site technical lead and helps drive quality, safety, and team development across the region.

Job Responsibilities

Field Supervision & Leadership

- Lead TAB field execution on assigned projects, ensuring scope, schedule, and quality requirements are met.
- Serve as the point person for field issues, coordinating with Project Managers, Operations Managers, and clients.
- Provide technical guidance, mentorship, and hands-on training to entry-level technicians.
- Assist with onboarding, performance coaching, and skills development for field staff.
- Enforce safety policies, jobsite protocols, and company procedures.

Project Execution

- Perform TAB work in accordance with NEBB OR AABC standards including air and hydronic balancing, system testing, and diagnostics.
- Read and interpret mechanical drawings, control schematics, and specifications to direct field tasks.
- Ensure accurate data collection, documentation, and report completion.
- Identify project deviations and collaborate with PMs to resolve issues in the field.

Operational Support

- Support scheduling, manpower allocation, and resource planning for assigned field crews.
- Maintain jobsite quality control and ensure equipment calibration, proper tool use, and field readiness.
- Conduct job walks and pre-task planning for upcoming work.
- Assist with material orders, equipment needs, and coordination of third-party vendors when needed.
- Represent Integra professionally with clients, contractors, and vendors.

Education and Experience

Required:

- 5+ years of hands-on TAB experience.
- Demonstrated leadership or supervisory experience in a field-based role.

Education and Experience**Required:**

- 5+ years of hands-on TAB experience.
- Demonstrated leadership or supervisory experience in a field-based role.
- Strong understanding of HVAC systems, airflow principles, and balancing procedures.
- Ability to lead and train junior technicians.
- Willingness and ability to travel regionally and stay overnight for out-of-town projects as needed.
- Excellent communication, organization, and problem-solving skills.
- Proficient in using Microsoft Office Suite and TAB field tools/software.
- Valid driver's license and ability to travel to client sites.

Preferred:

- NEBB OR AABC certification (Technician or Supervisor level).
- OSHA 30-hour certification.
- Experience leading crews in commercial, healthcare, or critical environment settings.

Working Conditions

- Regularly work at field sites including commercial buildings, hospitals, labs, and other mechanical spaces.
- May be required to lift 50 lbs, climb ladders, or work in confined spaces.
- Frequent travel with overnight stays is required based on project needs.
- Work may occur outside normal business hours depending on client requirements.

Job Type Full-Time

Pay \$75,000.00 - \$95,000.00 per year

Benefits

- 401(k)
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Ability to Commute:

- Indianapolis, IN 46266 (Required)

Work Location In Person