

## Key Responsibilities:

Reporting to the Building Services Manager your key responsibilities are: -

- To liaise with design teams and MEP sub-contractors
- Ensure MEP sub-contractors receive the information needed to progress the MEP installation in accordance with the programme
- Organise and chair weekly co-ordination meetings with the MEP sub-contractors and design teams
- Ensure MEP sub-contractors produce the following documents:
  - Coordinated MEP drawings
  - Procurement schedules
  - Programmes
  - Progress reports
  - Requests for information
- Attend project team meetings as required
- Track the progress of MEP sub-contractors against the main programme and report any variances to the Contracts Manager
- Liaise with the utility suppliers to arrange for power, gas and telco connections
- Provide the project team with up to date information on current MEP developments
- Carry out site inspections of the MEP works to ensure the installation conforms to the relevant standards
- Regularly check the installation against the MEP specification and drawings
- Report any non-conformity to the project team and MEP contractors
- Coordinate the production of the following documents at practical completion:
  - As built drawings
  - O&M manuals
- Coordinate training for the client with the MEP contractors at practical completion
- Be aware of their legal, practical and regulatory responsibilities, and have a detailed understanding of Health and Safety
- In conjunction with the Health & Safety Department, ensure that MEP sub-contractors submit a safety statement and site specific method statement before works commence
- Liaise with the safety department when coordinating the MEP sub-contractors
- Ensure MEP sub-contractors are made aware of Colleen health & safety policies and procedures and that health & safety is discussed at co-ordination meetings
- Reprimand and report anyone observed carrying out unsafe work practices to the Health & Safety Department, site manager, and as required, their employer
- Check and confirm adequacy of provisions within the site specific method statements relating to MEP works on site i.e., working with live electrical services, site deliveries, etc and co-ordinate these works on site
- Assist the Health & Safety Department in the collation of the project's safety file