

**VACANCY Senior Project Manager, MEP
JOB DESCRIPTION**

JOB TITLE	Senior Project Manager, MEP
DEPARTMENT	Construction
UNIT	Development
REPORTING TO:	Divisional Manager Construction and Engineering
PAY GRADE	

Summary:

The Senior Project Manager, MEP supports the Division in providing leadership and technical expertise in the key areas of Mechanical, Electrical and Plumbing engineering. The incumbent has direct responsibility for a portfolio of construction projects as are assigned. He/she must ensure quality in keeping with international best practices and national construction standards.

The Senior Project Manager, MEP is involved in the day to day management of the Human Capital of the Division to ensure a level of job satisfaction in keeping with corporate objectives.

Education, Knowledge and Experience

- B.Sc. in Mechanical or Electrical Engineering from an accredited academic institution
- MSc in Engineering or related field from an accredited institution
- PMP Certification
- Professional registration as an Engineer
- Working knowledge of laws and regulations governing large construction projects
- In-depth knowledge of Building Codes
- Working knowledge of the Companies' Act and other relevant legislation
- Working knowledge of State Financial Regulations
- In-depth knowledge of mechanical, electrical and plumbing techniques
- In-depth knowledge of project management methodologies, techniques and concepts
- Excellent communication skills – oral and written as well as presentation skills
- Proficiency in the use of Microsoft Office Tools and software relevant to job functions

- Minimum of (10) years' post BSc qualification experience with a minimum of (5) years' managing large construction/commercial projects with primary responsibility for mechanical/electrical and plumbing systems.

OR

- Equivalent combination of Qualification, Training and Experience

Key Functions and Responsibilities

Development of Human Capital

- Liaises with the HR Department as necessary and ensures that HR policies and procedures are implemented
- Ensures the on-going evaluation of junior employees, recommends and implements the appropriate training and development plans where necessary.
- Develops training plans and facilitate training of all employees within the Division.

Management of Department

- Operates as a critical member of the corporate team in the Construction Division's strategic planning initiatives
- Assists in the development of a Divisional Action Plan relevant to MEP activities
- Assists in the development of standard operating procedures relevant to mechanical/electrical and plumbing engineering
- Assists in developing and monitoring project performance against strategies and plans and takes action as necessary to ensure achievement of goals and objectives
- Develops and reviews designs for mechanical/electromechanical, HVAC electrical and plumbing systems and oversees the preparation of related engineering drawings.
- Prepares MEP Design Reports and pursue approvals from relevant regulatory authorities.
- Evaluates mechanical and electromechanical systems and products by undertaking and applying the relevant principles
- Assists in the development of RFQs / RFPs from inception to sign-off of project(s).

- Oversees and monitors the construction of mechanical/electromechanical, electrical and plumbing systems
- Provides technical advice/input relevant to MEP systems
- Read and interpret design and construction drawings, schematics and system generated reports
- Ensures that the records management function is maintained in accordance with the Corporation's approved policies and procedures
- Prepares engineering reports, budgets, tender documents, cost estimates and assists in the evaluation of proposal
- Prepares any other reports as directed

Project Management

- Attends pre-construction meetings with clients, contractors and consultants as necessary
- Assists Clients in preparation of User Requirements, ensuring clarity of goals and client expectations
- Ensures that the RFPs for each project are clearly documented and communicated to appropriate personnel in keeping with the approved procedures
- Assists in developing Schedules and Milestones towards achieving the end date of assigned projects and submits for approval
- Responsible for delivering MEP solutions to engineering queries and requests from internal/external stakeholders of the Corporation
- Mobilizes and manages relevant project resources and related issues in accordance with the project plan
- Monitors activities and takes necessary action to ensure milestones are achieved
- Participates in risk assessment and recommends design modifications to eliminate system malfunctions
- Recommends and coordinates integrity and performance testing of equipment
- Supervises, monitors and evaluates the performance of Contractors/Consultants on project sites
- Ensures adherence to quality control, monitoring compliance with building and safety codes and relevant regulations.

Health & Safety

- Liaises with the Health and Safety Department to ensure compliance with the Corporation's legal requirements
- Ensures that all Health and Safety issues which have been highlighted and/or officially reported are addressed within the stipulated timeframes
- Leads and /or participates in incident investigations

Cost & Budget Management

- Provides oversight and guidance relevant to cost estimates MEP systems
- Ensures that Project Managers/Clerk of Works effectively assesses, signs off and approves Payment Certificates from Contractors and /or Consultants engaged by the Corporation
- Communicates cost variations to seniors in a timely fashion and makes recommendations to contain cost overruns
- Prepares, edits and/or presents Board/Cabinet Notes as directed.

Communication and Relationship Building

- Assists in maintaining effective working relationships with key internal and external stakeholders
- Performs any other duties related to the job function as may be necessary

Dimensions and Scope of Role

- Operates within the Policies and Procedures of the Corporation
- Operates within the relevant Laws and Regulations
- Operates within scope and limits of authority

Key Behavior Competencies

Customer Focus: Has a strong understanding of the 'gold' standards service requirements and the significance to the success of the business; Demonstrates a willingness to respond promptly to internal and external needs.

Personal Attributes: Uses initiative and demonstrates a positive work attitude, self-confidence and high level of energy; Is well motivated to perform with minimum supervision; Accepts change positively, and adjusts to the demands of the job; Reports to work punctually and regularly; Displays honesty, high level of confidentiality and credibility in work situations.

Team Player: Performs role assigned in the interest of the team's success as against individual concerns; Conveys appreciation to other team members and allows others freedom to contribute in group projects.

Communication: Communicates in a logical and organized manner; communicates well with all levels within the organization

Business Awareness: Understands the wider business environment in the context of delivering short-term value; Ability to deliver results which add value to the department and to the Corporation.

Problem Solving

Is able to analyze data, and suggest solutions to problems to allow for efficiency and quality improvements within the work unit.

Three (3) year employment contract.

Applications should be addressed to the Senior Manager, Human Resources and must include copies of all academic certificates.

Applications should be sent via email to career@udecott.com or via hard copy to UDeCOTT's Head Office location, 38-40 Sackville Street, Port of Spain.

Deadline date for the receipt of applications is **no later than by 4.00 pm on Friday April 12, 2019 either via email or hard copy to UDeCOTT's Head Office address. Applications received after this date and time will not be considered.**

Unsuitable applications will not be acknowledged.