



Job Description

OVERVIEW	
Job Title	MEP Construction Manager
Department	Construction
Reports to	Construction Director
Supervises	Teams engaged in Mechanical, Plumbing and Electrical Work
Location	Head Office/Site Office
Full Time/Part Time	Full Time
Working Hours	7.00 AM – 4.00 PM (1 hour lunch)

QUALIFICATION/REQUIREMENTS	
Educational Level	Min. Bachelor's Degree in Engineering (Civil/Mechanical/Electrical) or Construction Management or similar qualification
Experience	10-15 Years of Experience of which 3-5 years in Managing the Team
Skills	Excellent communication skills (verbal/written)
Role Specific Certification	<ul style="list-style-type: none">Proficiency in MS Office SuiteKnowledge of Oracle, Dynamics AX ERPs desirablePrior Saudi Aramco approvals as a Construction Manager/Professional Project Management Certifications are required.

COMPETENCIES	
CORE	FUNCTIONAL
Leadership ability	Time Management
Risk assessment/management	Organizational Skills
Conflict management and problem-solving skills	Computer Literate
Conceptual planning ability	Problem Solving
Schedule and Budget Oriented	
Applied Electrical Knowledge	
Applied Mechanical Knowledge	
Knowledge of project controls	

KEY ACCOUNTABILITY	
Tasks/Responsibilities	
<ul style="list-style-type: none">Manage and lead MEP subcontractors throughout duration of the project (from Groundbreaking through Commissioning and Turnover to Owner).Review Contract Documents, making suggestions/modifications as they relate to the MEP trades.Creates and reviews Requests for Information and Requests for Proposal and Change Orders. Assist Scheduling department with developing detailed CPM schedules for all MEP installation activities, including cost and resource loading.Work with Superintendent on project logistics and temporary facility plans.Review and approve material and equipment for MEP systems prior to installation.Monitor the installation and start-up of MEP systems and commissioning of project with Engineer &	



Owner.

- Coordinate activities, materials procurement and other related activities with Project Manager and Field Staff.
- General understanding of Building Codes, Mechanical Codes, Electrical Codes and Plumbing Codes as they relate to construction of project.
- Work with client facilities personnel, stakeholders, and Subject Matter Experts (SMEs) to perform real-time critical inspection/coordination reviews as required for seamless turnover and closeout.
- Ensuring Construction KPIs such as Schedule Variance (SV), Cost Variance (CV), Cost Performance Index (CPI), Schedule Performance Index (SPI), Resource Utilization Rate etc. are all met and stays within the budgeted/targeted levels.
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Authorities

- Managing the day-to-day constructional activities at site and recommend appropriate measures to improve the team's efficiency and an overall project progress.
- Lead and direct the 3-D coordination process to resolve all conflicts prior to start of installations.
- Monitor the contractor's work against contract obligations, and resolve issues timely and strictly, and meticulously administer change management procedures.

Reporting

- Communicate progress and prepares appropriate reports as needed
- Report Construction accomplishments to the Construction Director, Project Manager and other members from the Project Management Team. These details include risks, opportunities, and progress.
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SIGNATURES

Employee - I have read and understood the job description and confirm my full compliance.

Name:

Signature and Date:

Reporting Manager Approval

Name:

Signature and Date:

HR Manager Approval

Name:

Signature and Date: