

# JOB Responsibility – MEP Site Supervisor

## I. Site execution

- Supervise installation of Mechanical, Electrical, and BMS systems including HVAC, fire protection, BMS, Security, lighting, and power distribution
- Coordinate daily site activities with subcontractors and ensure alignment with project milestones
- Monitor work progress and resolve on-site technical issues in real-time
- Ensure installation complies with approved drawings, specifications, and standard

## II. Quality Assurance

- Conduct routine inspections and quality checks for MEP installations
- Prepare and maintain Material Inspection Requests (MIRs) and Work Inspection Requests (WIRs)
- Report non-conformities and follow up on corrective actions
- Support mock-up reviews and witness testing procedures

## III. Documentation

- Maintain daily site reports, progress logs, and manpower records
- Update redline drawings and coordinate with BIM/CAD teams for revisions
- Assist in preparing as-built documentation and handover packages
- Record site measurements and support quantity reconciliation

## IV. Safety Compliance

- Enforce site safety protocols including PPE usage and permit-to-work systems
- Conduct toolbox talks and participate in safety audits

## V. Testing & Commissioning

- Assist in pre-commissioning and commissioning activities for MEP systems
- Coordinate with vendors and specialists for system start-up and testing

- Support documentation of test results and punch list closure

## VI. Integrated System Testing (IST)

- Coordinate cross-disciplinary testing (electrical, mechanical, IT) under simulated loads
- Identify and troubleshoot inter-system dependencies
- Facilitate mock drills and failover simulations for business continuity

## VII. Final Handover

- Provide as-built documentation, O&M manuals, and warranty certificates
- Lead training sessions for client operations staff
- Ensure all punch-list items are resolved and signed off