



## JOB SPECIFICATION

### Senior MEP Project Manager - Guernsey

Our projects team in Guernsey have a long and established reputation as a leading mechanical and electrical contractor on the island and having seen growth in project activity we are currently recruiting for an experienced **Senior Project Manager of MEP services** to join our management team; Electrical Project management bias.

The role will cover a variety of duties associated with project and contract management including the estimating and tendering of projects, co-ordinating projects from inception to completion ensuring they are delivered to specification, on time and within budget by the engineering teams. Whilst an active project management role will be undertaken to their own project, this role will also require the individual to undertake an overseeing and support role to other minor projects as/when required. This role will have line management responsibilities.

Key activities for the role include:

- Establish and maintain good relationships with Clients, Main Contractors, Architects, Consultants or other stakeholders
- Line manager duties to a small team of Project Managers including the coaching and development of the Project Management team
- Resource management of engineers, sub-contractors and materials
- Managing the financial performance of projects to budget, including variations and daywork
- Estimating the mechanical and electrical disciplines of tenders
- Procurement of materials, plant and sub-contractors
- Establishing, monitoring and updating project programmes and progress reports
- Managing the commencement of project on site, including welfare and logistical planning through Construction stages and Completion
- Management of Project risk and opportunities
- Project Health and Safety management including the production of RAMs and toolbox talks
- Management of the testing, commissioning and hand-over process including compiling O&M data

This is a client focused role and the successful candidate will be responsible to ensure the smooth running of some of our larger MEP contracts as well as guidance and supervision of other projects in a support capacity. The individual should have a minimum of 10 years industry experience and a proven track record of successfully managing Mechanical or Electrical installation projects. The individual needs to be a strong communicator, able to evidence people management skills, be organised and able to manage multiple tasks.

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**Additional Information for this role:**

- This is a full time position (Monday – Friday 08:00 – 17:00)
- Based at Garenne Park office however there will be a requirement to be based on site when undertaking a project and visit sites on a regular basis.
- Due to the nature of the work the successful applicant will be required to undertake a full police disclosure.
- Housing qualifications in Guernsey are preferred.

*If you are Mechanical or Electrical Project Manager with a proven track record of delivering MEP projects of values ranging from £20,000 up to £1m+, and have a recognised qualification in this field (Degree, City & Guilds or equivalent), a strong understanding/experience of managing mechanical and electrical services projects and are looking for a new challenge we would like to hear from you.*