



## Construction MEP Coordinator

**Position Description:** Assist in the evaluation, assessment, and management of Mechanical, Electrical, and Information Management and Information Technology (I.M.I.T.) systems for projects, supporting all aspects of the project lifecycle, including schedule, budget, and quality.

### Essential Duties & Key Responsibilities:

- Assist with the coordination of activities and exchange of information with 3CI project team, subcontractors, owner's consultants and representatives to resolve mechanical and electrical issues.
- Prepare and manage contract items list for components, materials, and systems to ensure Required-on-Job (ROJ) dates comply with the project schedule with appropriate approvals.
- Evaluate, submit, and track equipment, materials, and shop drawing submittals and coordinate MEP work with trades.
- Participate in Schedule Update Meetings and provide updated contract items list to ensure schedule alignment.
- Evaluate and manage processing of Requests for Information (RFI's).
- Support budget management, including review and evaluation of change orders.
- Facilitate MEP Coordination Process with Virtual Design Construction (VDC) team for documenting progress and Quality Control, with respect to constructability of 3D BIM model, point cloud scanning, overlay of MEP systems, and 360-degree photography.
- Assist with design requirements, quality standards, and operations/maintenance compliance.
- Investigate problems and develop solutions for issues with mechanical and electrical systems.
- Facilitate execution of turnover process including start-up, testing, commissioning, closeout, operations, and maintenance manuals, securing warranties and guaranties, training, as well as obtaining spare parts and specialty tools that culminate in successful acceptance of all systems.
- Participate in regular project walkthroughs to confirm MEP work is proceeding according to contract documents, coordination drawings, and approved submittals.
- Coordinate with members of the team to develop and execute the quality control plan.
- Other activities, duties, and responsibilities as assigned.

**Qualifications:** Bachelor's degree in construction management, engineering, or related field plus a minimum of two years related experience with mechanical and electrical systems or equivalent combination of education, training and/or internships/co-op experience in construction, desired. Thorough knowledge of general contracts, subcontract documents, and drawings and specifications, desired. Proven written and verbal communication abilities, proficiency with computer applications, including Microsoft Office Suite of programs. Must have good interpersonal skills and teambuilding skills. High organization skills with attention to detail.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Performance of the required duties will require physical ability to climb permanent and temporary stairs, passenger use of construction personnel hoists, ability to climb ladders and negotiate work areas under construction. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and the ability to adjust focus. Performing this job requires the use of hands to finger, handle, or feel objects, tools or controls, sit, talk and hear, stand, climb, balance, stoop, kneel, crouch, or crawl. Employees may occasionally lift and/or move up to 50 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works on-site at the construction work site where the employee is exposed to moving mechanical parts; high precarious places; fumes or airborne particles; outside weather conditions and risk of electrical shock. The noise in these work environments is usually moderate to very loud.

*\*May perform other duties as assigned. Where applicable, all activities will include disabled and veterans' organizations.*

## **3C Industries is an Equal Opportunity Employer**

**Minorities/Females/Veterans/Individuals with Disabilities/Sexual Orientation/Gender Identity**