

JOB DESCRIPTION

Prepared by : MT / MP

Approved by : MT/ SK

Position/Designation :	General Manager / Dy. General Manager – MEP	
Department/function :	Construction Management	Cell : Construction Management
Location :	Mumbai - Thane	Reports To : Vice President
Peer To: :	General Manager	Direct Reports : <input type="checkbox"/> Yes


Job Purpose

To be responsible for the overall direction, coordination, implementation, execution, control and completion of MEP work & also meeting consistency with company strategy, commitments and goals.

Job Duties and Responsibilities

Accountabilities and Activities

- Demonstrate and use expert knowhow of the entire MEP part of construction projects in all its aspects: design, function, installations and coordination with other trades
- Coordinate the MEP design and execution between design office and contractors/subcontractors
- Provide the planning input for the MEP works and Monitor Planning vs. Progress on site
- Document project progress and/or delays through letters which can be used as contractual aids during disputes
- Lead and control the document flows
- Able to review resource reports like (manpower histograms, plant and machinery schedule) and ascertain adequacy of resources deployed for timely completion of the project
- Review and certify the monthly invoicing of the contractors/subcontractors
- Audit the performance of MEP subcontractors
- Implement/follow proper QA/QC procedures by maintaining and following Project QA/QC Manual
- Lead technical coordination meetings with subcontractors and project staff
- Provide technical input for offer requests and the awarding of MEP subcontracts to the contracts, procurement departments
- Be adept in and aware of International and Local Building Codes of all MEP Systems
- Have hands on experience on the procurement, installation and testing & commissioning of all MEP Systems
- Lead and Mentor a team of Mechanical and Electrical Managers on Site
- Oversee and enforce the implementation of HSE by MEP Contractors
- Must be able to perform all post tender activities of construction until the handing over and completion of the defects liability period of the project
- To ensure compliance of construction activity to best industry standards, international codes, planned timelines, allotted budget, company strategy and goals.

	
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Interactions

- **Internal Interactions**
Senior Management, Design, Planning, Procurement, Facilities Management, Quality, Strategy, Safety, Construction Management, Stores, Liaison
- **External Interactions**
Consultants, Vendors, Contractors, Government Authorities, Service Providers

Competencies

- Strong knowledge of MEP Systems (all aspects - design, function, installations, testing & commissioning and coordination with other trades)
- Strong knowledge of scheduling/planning and tracking of progress
- Strong interpersonal skills
- Strong verbal and writing skills, with regards to contractual communication
- Knowledge of risk assessment and contingency planning
- Awareness/ Exposure on various Construction/System methodologies
- Ability to manage multiple project site
- People management skills
- Problem solving skills

Job Requirements

Educational Qualification : Diploma / B.E / B.Tech. (Electrical/ Mechanical)

Work Experience : 10+ years of experience in real estate or construction company