



IRELAND RECRUITMENT DAY IN MADRID-SPAIN
Entrevistas en Madrid 9 de mayo 2019

MEP COORDINATOR
(COORDINADOR DE OBRA)

Offered by: Collen Construction LTD

We have exciting opportunities and operations in Ireland and across Europe.

Number of positions: 1

Reporting to the Building Services Manager your key responsibilities are: -

- To liaise with design teams and MEP sub-contractors
- Ensure MEP sub-contractors receive the information needed to progress the MEP installation in accordance with the programme
- Organise and chair weekly co-ordination meetings
- Ensure MEP sub-contractors produce the following documents: Coordinated MEP drawings Procurement schedules Programmes Progress reports Requests for information
- Attend project meetings
- Track the progress of MEP sub-contractors against the main programme and report any variances to the Contracts Manager
- Liaise with the utility suppliers
- Provide the project team with up to date information on current MEP developments
- Carry out site inspections of the MEP works
- Regularly check the installation against the MEP specification and drawings
- Coordinate the production of required documents at practical completion
- Coordinate client training with the MEP contractors at practical completion
- Be aware of legal, practical and regulatory responsibilities, and have a detailed understanding of Health and Safety
- In conjunction with the Health & Safety Department, ensure that MEP sub-contractors submit a safety statement and site specific method statement before works commence
- Ensure MEP sub-contractors are made aware of Collen health & safety policies and procedures and that health & safety is discussed at co-ordination meetings
- Check and confirm adequacy of provisions within the site specific method statements relating to MEP works
- Assist the Health & Safety Department in the collation of the project's safety file



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Minimum requirements for the role:

A trade background or a 3rd level degree

Relevant industry experience

Excellent IT skills

Application Method:

Submit your CV in English, Ref.: **“MEP Coordinator Collen”** to euresjobday.grupomixto@sepe.es

Fecha fin de solicitud: 05 de mayo de 2019

Infórmese de las ayudas económicas a la movilidad en:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/tu_primer_empleo_eures.html

Si necesita contactar con el Consejero EURES de su provincia visite la siguiente web:

http://www.sepe.es/contenidos/personas/encontrar_empleo/encontrar_empleo_europa/consejeros.htm

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