

Job Title: Electrical Project Manager

Location: South East

Reporting to: Contracts Manager

Benefits: Company car in line with current ECS specification / fully financed
Laptop
Mobile Phone
25 Days Holiday plus Stats

Job Function: To be responsible and accountable for the co-ordination of several allocated, predominantly electrical projects in a range of values and complexity. All projects to be undertaken to an agreed cost, scope and programme.

This framework covers the South East MEICA area as per the attached maps document – initial numbers are approximately 600 remote sites.

Working within the water industry (Environment Agency) in the South East of the UK. The successful candidate will be working direct for the client within existing MEICA (Mechanical, Electrical, Instrumentation, control and Automation) framework agreements.

The ideal candidate will have worked within a similar environment in low voltage 415V, shall be based in the Principal Contract Area and have responsibility for ensuring that all electrical engineering works are specified, planned and delivered in accordance with the appropriate legislative and MEICA standards. The Electrical Project Manager should have a minimum of Degree in Electrical Engineering or HNC/D Electrical Engineering and relevant and extensive experience.

The candidate should also have a minimum 10 years' electrical controls experience of which may be a mix of minimum 5 years' site experience working on the diagnosis and repair of control panels, and 5 years' minimum supervisory management of field engineering teams.

Job Description

1. Contract Delivery

Key Role 1 – Pre-Construction Set-Up

- Chair internal launch meetings with associated departments
- Pre-construction process plan – develop, implement and monitor progress.
- Arrange and attend external start-up, site visit and design meetings.
- Arrange and attend internal initial launch, departmental hand-over and price review meetings.
- Validate and negotiate quotations from key suppliers and sub-contractors. Ensure enquiries include correct 'terms and conditions' and ensure proposed subcontractors agree to company 'terms and conditions'.

Key Role 2 - Contract Co-ordination

- Technical:
 - Arrange and attend meetings with client, consultants and sub-contractors.
 - Agree budget, scope and programme with technical team.
 - Arrange any necessary site surveys required.
 - Ensure incoming and outgoing drawings and documents are stored electronically and appropriate registers maintained.
 - Review drawings to ensure compliance with scope prior to formally issuing internally/externally.
- Fabrication/Purchasing:
 - Liaise with ECS internal purchasing departments to ensure awareness of contract set up and any subsequent relevant contract developments.
 - Agree budget, scope and programme with team.
- Site Services:
 - Agree resources requirements.
 - Agree budget, scope and programme with site services team.
- Procurement of Key Sub-Contractors and Suppliers:
 - Liaise with procurement team and engage key sub-contractors and suppliers to ensure awareness of contract set up and any subsequent relevant contract developments.
 - Agree budget, scope and programme with key sub-contractors and suppliers.

Key Role 3 - Manage Installation & Commissioning activities

- Installation:
 - Attend Pre-contract and progress meetings as required.
 - Manage key sub-contractors and suppliers.
 - Approve Subcontractors H&S documentation.
 - Oversee and manage site based activities.
 - Ensure documentation is in place for handover and signed off.
 - Liaise with internal resource for the preparation of H&S documentation including but not limited to RAMS, Construction Phase Plans, CDM/Design Risk Assessments.

Key Role 4 – Managing the client interface

- Monitor project programme and interface with clients other activities.
- Produce updated information and work summaries to clients.
- Attend update meetings at both operational sites and clients premises.
- Produce quotations for new and variation works in line with company procedures.

2. Commercial Delivery

- Monitor project costs and highlight cost variances with appropriate feedback to other departments.
- Issue variation notices in accordance with the contract requirements (e.g. early warnings and compensation notices). Report any exceptions to the Contracts Manager.

3. Health, Safety, Quality & Environment:

- Provide instruction guidance and support including toolbox talks, site inductions and accident reporting.
- Liaise with HSEQ on relevant matters.
- Ensure any accidents/incidents or near misses that occur during the activities under their control are reported and documented.
- Ensure company quality standards and procedures are satisfied.
- Ensure any non-compliance issues are documented and investigated.

4. General

- Review project requirements and advise relevant personal to ensure compliance with Client's requirements.
- Ensure stakeholders outside the Company such as clients, sub-contractors and suppliers are aware of their obligations to the Company with respect to all HSEQ matters.
- Any other reasonable task required by the Company to ensure the safe, efficient and profitable operations of the business.
- Report exceptions to the Contracts Manager that highlight significant financial or operational issues.