

Job Description: Mechanical Project Manager

Location: UK

Reporting to: Contracts Manager

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

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

Working predominantly within our existing Framework Agreements and for large contractors, the successful candidate will be working direct for the client on contracts ranging between £10,000 and £250,000

Ideal candidate will have a minimum of an engineering qualification and between 5 & 10 years experience working on site based contracts managing site engineers and the installation of medium or large size fixed or mechanical rotating plant.

Typical equipment to be worked on are water control assets such as

- Gearboxes
- Bearing systems
- Water Control structures
- Penstocks
- Pumping stations

For more information on typical ECS projects please see our website www.ecseng.co.uk

Job Description

1. Contract Delivery

Key Role 1 – Pre-Construction Set-Up

- Chair or assist with 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.

Key Role 2 - Contract Co-ordination

- Technical:
 - Arrange and attend technical meetings with client, consultants and sub-contractors.
 - Liaise with ECS internal design department
- Site Services:
 - Agree resources, 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

Key Role 3 - Manage Installation & Commissioning activities

- Installation:
 - Attend Pre-contract and progress meetings as required.
 - Manage key sub-contractors and suppliers.
 - Oversee and manage site-based activities.
 - Manage the commissioning plan
 - Ensure documentation is in place for handover and signed off.
 - Liaise with relevant department to ensure that the relevant H&S documents are in place.

Key Role 4 – Managing the client interface

- Monitor project programme and interface with client's other activities.
- Produce updated information and work summaries to clients
- Attend update meetings at both operational sites and clients premises.

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).

3. Health, Safety, Quality & Environment:

- Compile Health and Safety documentation to include but not limited to: Construction Phase Plans, RAMS and lift plans (For Appointed Persons).
- Provide instruction guidance and support including toolbox talks, site inductions and accident reporting.
- Ensure any accidents/incidents or near misses that occur during the activities under their control are reported and documented.