



## **MEPFP Coordinator Position Available**

### **Job Description:**

- The MEPFP Coordinator reports directly to the Project Director of the assigned project. Additionally, the MEPFP Coordinator shall work closely with the Project Manager of the assigned project and shall provide full support as described below for all project management functions as they relate to the MEPFP trades. The success of the MEPFP Coordinator depends on their ability to work effectively with P. Agnes, Inc. management from a Pre-Construction, Construction, and Operations standpoint.
- While there are specific responsibilities and expectations described below, it is essential to remember that your overall success will depend on four primary project areas: Safety, Schedule, Cost Control and Quality.
- The MEPFP Coordinator assists the Project Manager(s) and Assistant Project Manager(s) in organizing, coordinating, trouble-shooting and executing the MEPFP portions of the project including, but not limited to, the following responsibilities.
- Review preliminary schedules, prepare construction schedules, and develop recovery plans to meet the needs of the project(s).
- Monitor trades personnel on project(s) to determine that there are sufficient numbers and qualified to perform the task(s) at hand.
- Review Schedule of Value breakdowns from subcontractor(s) to ensure that it is representative of the work and its intended progression.
- Review Monthly Billings of MEPFP subcontractors for accuracy for work in place.
- Review selected submittals for technical accuracy to the specification for compliance and performance.
- Review the MEPFP portion of a Cost Event for scope evaluation and fair, representative pricing prior to submission to the Owner/Professionals.
- Review the work in place for conformance with the Contract Documents.
- Take a position of leadership in developing coordination drawings among the MEPFP trades to avoid conflicts, delays and compromises in design intent.
- Conduct coordination meetings as necessary and distribute information for all team members.

- Spearhead the commissioning of MEPFP systems and ensure their adherence to the specification at project(s) close-out.
- Prepare position(s) with regards to conflicts concerning MEPFP issues and attend meetings, write letters and take a lead position in resolving these conflicts.
- Assist in the expediting of MEPFP equipment and materials.
- Have a demonstrated proficiency working with B.I.M., Revit and Navisworks. Take the lead position to manage these processes from Pre - Construction through Commissioning and Project Turnover to client.
- Assist the project team to effectively close out the project in a timely manner including, but not limited to, financial settlement with the subcontractors, completion of punch lists, submission of as-built drawings and operation and maintenance manuals and system operation training for the client.