

## **M&E Manager - Job Description**

<b>Job Title:</b>	M&E Manager
<b>Location:</b>	London
<b>Salary:</b>	Negotiable plus pension, car allowance, private healthcare, expenses and performance related bonus
<b>Reporting to:</b>	Directors

## **THE COMPANY**

BSPS are an established main contractor based in Central London specialising in refurbishment, decoration and restoration, and fit out. We do not carry out new build projects.

We successfully complete projects in London and the Home Counties and have a proven track record of delivering building projects of all sizes to clients spanning a range of industries, within both the private and public sectors.

The company is family run, profitable, financially strong with no loans or third party investment. Its current turnover is £8.5m and is growing larger year on year. Contracts are nearly always won through competitive tender. Profitability and cash flow are both good.

The office is a short walk from Southfields tube or Earlsfield train station.

## **THE ROLE**

BSPS are seeking an M&E Manager to join the team. The chosen candidate will be preparing estimates/bids and working on secured contracts in refurbishment/restoration/fit-out projects in the commercial, education, hospitality and leisure, healthcare, residential, retail and public sectors ranging in size from £50,000 to £1.5m.

The role will encompass but not be limited to the following:

- Managing mechanical and electrical elements of live projects and tenders
- Take responsibility for and manage the on-site installation and commissioning of all M&E activities
- Liaise with all designers and sub-contractors to develop installation and commissioning programmes
- Ensuring M&E design, installation and commissioning programmes are incorporated into the main programme
- Meeting with designers and subcontractors on a regular basis to ensure the construction, installation and commissioning works are developing as planned
- Ensuring the installation and commissioning works are managed in accordance with the relevant quality procedures

- Manage the commissioning works in a sequenced and structured phasing from pre-commissioning checks to live performance testing
- Coordinate all works in accordance with health and safety requirements including on-site permit systems
- Liaising with clients, designers, subcontractors, suppliers and third parties as appropriate
- Providing M&E technical input and advice as required for live projects and tenders
- Managing the flow of information from the M&E design team and subcontractors and advising the project team of any impact on progress and programme
- Providing necessary information to the Procurement Department to enable the procurement of materials and subcontractors
- Providing input to O&M documents.

**Jobholder Requirements:**

- 8+ years' experience in construction
- Educated to diploma/degree level in Mechanical or Electrical Engineering or similar.
- Ability to tender on projects typically £50,000-1.5m
- Solid knowledge of subcontractors operating in the London market
- Some estimating/bid preparation exposure
- Eque2 Sage Construction experience preferable but not essential
- ConQuest Estimating Software experience preferable but not essential.