



Example of MEP Coordinator Job Description

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Our company is growing rapidly and is hiring for a MEP coordinator. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

Responsibilities for MEP coordinator

- Coordinate MEP capital projects, including new construction, renovations, and remodels
- Ensure compliance to the appropriate company CAD/BIM standards and protocol
- Mentoring less experienced members of the CAD/BIM team
- Drafts project BIM/GIS execution plans
- Performs model QA/QC checks on projects
- Assist preconstruction manager, MEP manager, and Project Manager in pre-award interviews as requested
- Providing scheduling, constructability reviews, and recommendations
- Maintains good relationships with co-workers, vendors, subcontractors, owners, engineers and architects
- Project delivery, management of modelling duties, co-ordinate modelling teams and ensure integration of modelling information with other disciplines
- Production management of drawn information in the appropriate format to meet project timescales

Qualifications for MEP coordinator

- 5 years local GCC experience a must
- 5 years experience working in shopping malls
- Leadership & Management skills and the ability to relate to the complexities

- 3-5 + years of experience as an Owner's Project Manager on commercial projects
- Minimum 5 years related experience in MEP design on retail or commercial building construction projects