



# Example of MEP Coordinator Job Description

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Our company is growing rapidly and is looking for a MEP coordinator. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for MEP coordinator

- Responsible for coordinating stakeholder input for these items
- Provides day to day support, information and drawings as requires for meetings, coordination and resolution of design issues
- Engage with the culture of safety and caring within the team
- Engage and motivate the team
- Be able to resolve issues in a timely manner
- Be flexible and dependable
- Be able to work in multifaceted working environments on a range of project types
- Responsible for coordination and support of all MEP, security system, and BHS design elements for the Project
- Active involvement in project when drawings are first submitted
- Responsible for coordination and communication of all MEP, security system and BHS related issues to the design team

## Qualifications for MEP coordinator

- Domestic travel expected to be at least 50%
- Advanced Revit MEP experience
- Hands-on experience and knowledge about BIM workflows
- Able to quickly pick up new software skills
- Experience with BIM Coordination activities
- Significant experience in the preparation of MEP drawings & BIM models essential