

JOB DESCRIPTION/PERSONNEL SPECIFICATION
JD No: 31.a

Job Title	Mechanical Contracts Manager
Remuneration	Salary Package £TBA – Dependant on experience Working hours – 40hrs / 5 days per week (1 hour for lunch) Six month probationary period 30 holiday per annum (inclusive of Bank holidays) Life Assurance *completion of probationary period x 4 times salary
Reporting To	Mechanical Director – Giles Hill
Location	UK
Job Purpose	<p>Blackbourne Integrated M & E a leading Northern Ireland M&E contractor seeks to appoint an experienced Mechanical Contracts Manager.</p> <p>As Contracts Manager you will be working with a diverse sub-contractor supplying building services solutions on large-scale commercial projects. The company specialise in design, consultancy, supply and installation, as well as commissioning of all Electrical and Mechanical Building Services.</p> <p>The Position will be mechanically biased and the successful candidate should be able to demonstrate strong electrical knowledge and a track record of managing both disciplines on site.</p>
Key Duties <ul style="list-style-type: none"> • Running new build and refurbishment projects • Control and monitor the material and sub-contract procurement • Manage the sub-contract packages to comply with our requirements • Manage and monitor material deliveries • Co-ordinate sub-contractors and suppliers • Attend relevant site meetings • Adhere to Health, Safety and Quality procedures including preparation of assessments and check sheets • Involved in the commissioning and handover procedures • Programming of works • Ensuring projects are completed within time, budget and to the specified standard • Interpret & understand the requirements of the specification and the drawings • Provide a comprehensive operations management support to day to day running of the project. 	

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Key Duties/Continued...

- Ensure compliance with Company Policies: standards and Procedures
- Ensure compliance with the Company's Integrated Management System (IMS system) - ISO 9001: 2008, ISO 14001: 2004, OHSAS 18001:2007
- Ensuring compliance with Health & Safety and environmental regulations
- Any ad hoc duties deemed necessary by Management

These are illustrative duties and the post holder will be expected to become involved in a range of work to enable the department to respond effectively to the requirements of the Company.

Personnel Specification

- Excellent track record with a minimum of five years' experience in a similar role
- You will need to be mechanically biased in this role and able to demonstrate strong electrical knowledge and a track record of managing both disciplines on site
- The applicant should be qualified to HND/HNC levels in a relevant technical discipline
- Strong technical knowledge within the M&E field with a particular interest in HVAC; Air-conditioning; ventilation; domestic hot water and heating and pumping.
- Computer literate
- Hold a full UK driving license and have access to a vehicle suitable for use within the role as this organization does not offer a company car.
- Experience managing corporate multi-site contracts
- Full P&L responsibility on budgets
- Excellent customer interface skills
- Candidate must be willing and able to be work on Project site locations throughout the region and be able to travel globally.
- Sound commercial understanding and ability to bring project in under budget
- Able to work and integrate within a close knit team
- Adaptable to different project types and clients
- Commercially aware
- Excellent organisational and time management skills with ability to manage multiple priorities.
- Excellent verbal, written, computer communication and presentation skills. Proficiency in presentation and technical research skills.
- Ability to cultivate and manage positive and productive business relationships.
- You will have a professional approach and have the ability work with all management/supervisory/skilled levels of staff.
- You will work both within the team but have the motivation to work on your own initiative.
- You will have the ability to work to a fast pace within a target driven environment.

Additional Information

Apply in writing by emailing your current CV to bernadette.clarke@blackbourne.co.uk .
Ensuring that you express details of how you meet the criteria of the vacancy. Closing date for receipt of CV's is Friday 3rd February 2012 at 5.00pm.
Please note we will not accept canvassing of recruitment agencies.
WE ARE AN EQUAL OPPORTUNITY EMPLOYER