
Design Coordinator - Electrical

£Excellent - Salary Negotiable. Benefits include Car Allowance, Pension, Private Healthcare.

Munro Building Services Ltd have a requirement for an experienced Electrical Design Coordinator. You will take responsibility for the development and completion of electrical services design documentation and manage the design process on multiple projects. We generally work on projects with a value up to £12m. We are looking for a Design Coordinator who can ensure project documentation is complete, concise, in line with regulatory requirements and project budgets. You'll work closely with external design consultants, architects, clients, main contractors, sub-contractors and project stakeholders to ensure project goals are met.

Duties will include but are not be limited to the following–

- Establish and agree design programs with clients & design consultants.
- Monitor design progress against the agreed programme and ensure documentation is completed on time.
- Directly engage with & manage internal design team and external design consultants.
- Review & critically appraise electrical services design documentation throughout the design process. Ensure all aspects of the design comply with the project brief, designs are coordinated, spatial fit is observed and regulations are adhered to.
- Attend design coordination and design team meetings with professional team. Set goals for meetings, clearly convey actions and resolve design issues.
- Engage with sub-contractors to incorporate valuable design advice.
- Develop, issue and track requests for information.
- Liaise with preconstruction teams to ensure project budget are adhered to.
- Undertake minor electrical design to support Contract / Project Managers.
- Ensure coordinated working drawings are developed to allow installation to commence.
- Attend internal pre-contract meetings to present design documentation to contract teams and project managers upon contract award.
- Prepare reports required by client and professional team. Respond to all correspondence/communications in writing recording key aspects.
- Ensure that health and safety policies and procedures are adhered to and fully implemented and take appropriate action where individuals do not comply with the company's health and safety policies and procedures.

In order to be considered for this exciting role you must have:

- A detailed knowledge and understanding of Building Services design process.
- Ability to use industry software including Amtech, Dialux & Autodesk Revit.
- A minimum of 5 years' experience in electrical services design within a consultancy practice
- A proven capability to undertake design of all electrical services systems including power distribution, containment, lighting, emergency lighting, lighting controls, fire systems, security systems & earthing.
- A Building Services Engineering degree and be working towards if not already a Member of CIBSE
- A strong knowledge of working in 3D and a proven history of working on BIM level 2 projects including familiarity with BIM documentation and processes.
- Have a detailed knowledge of low & zero carbon technologies.

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- Have a detailed knowledge of project procurement methods from traditional single stage to 2 stage design & build contracts.
 - The ability to plan, co-ordinate and prioritise workloads.
 - Good people management, communication and motivational skills.
 - The ability to work under pressure to meet set deadlines on multiple projects.
 - The ability to work unsupervised but also to be an active team member.
 - A pro-active approach to problem solving.
 - A good knowledge of all aspects of health and safety within the industry and the ability to implement control measures at site level.
 - Ability to meet deadlines and work in a client facing environment.

You will also have excellent interpersonal and communication skills both written and verbal. Strong attention to detail will also be required. The role comes with an exciting package which can be discussed at application stage.

This is an excellent opportunity to join a fast-paced and very established Building Services contractor.

Please return the application form on our website under the careers section, enclosing your CV and send via email to recruitment@munroservices.co.uk

<http://www.munrobuildingservices.co.uk/careers/vacancies.php>