

# Job Description



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Page No.:  
01

Revision No.:  
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Dept/Unit:  
Human Resources

## Project Construction MEPF Engineer

Reporting to: Project Lead  
Department: Fit-Out Operations/Ground-Up Operations/HFB Operations  
Division: Operations  
Project/Location: Project Site

### MAJOR RESPONSIBILITIES

1. Responsible for all aspects of the project relating to building services/engineering services/MEPF works.
2. Management of the MEPF contractors' team to ensure that the day-to-day duties are performed professionally and expeditiously to support the project's ongoing progress.
3. Review MEPF plans and specifications including construction bulletins, etc.
4. Coordinate the work of MEPF contractors on-site with the other trades and services.
5. Review the BOQ's of the MEPF contractors.
6. Perform QS services on MEPF works including review of proposals, change orders, etc.
7. Provide MEPF technical advisory services to the Client.
8. Analyze MEPF site problems/issues and formulate recommendations and solutions.
9. Identify problems in the design, planning, managing, and delivering multiple projects.
10. Plan, organize the review and evaluate the work of MEPF consultants, contractors, and others.
11. Advise the Project Director/Project Manager of any technical aspects of the MEPF services that may affect construction progress such as QA/QC issues and punch lists.
12. Continually review the contractor's construction schedule during the progress of the site works regarding MEPF services and report to the Project Director/Project Manager on the same
13. Manage the day-to-day work of the MEPF contractors.
14. Take part in risk workshops and report any risks associated with MEPF installations or general projects to the Project Director/Project Manager
15. Review the MEPF contractors' installation method statements/methodologies.
16. Review the MEPF contractors' shop drawings against the design/for construction drawings for compliance with the design intent and return to Project Director/Project Manager with appropriate comments in a timely manner.
17. Ensure engineering services are coordinated on-site.
18. Where required, prepare technical clarifications to the tendered design to suit specific on-site construction and coordination issues.
19. Review main contractor's proposed subcontractors associated with the engineering works from a technical standpoint.
20. Undertake general project site observation/inspection of the engineering services works for contractor's adherence to the approved shop drawings and consultant's specification, good working practices, and construction schedule.
21. Monitor and promote health and safety on the site. Record and report any breaches to the Project Manager. If required, stop the construction works if unsafe practices are being followed.
22. Be available to undertake off-site inspections of proposed equipment and materials as may be deemed necessary by the Project Manager
23. Undertake a prior review of the contractor's proposed MEPF testing & commissioning methods and schedule.
24. Witness MEPF testing & commissioning during the first fix works and advise the Project Director/Project Manager accordingly.
25. Witness final testing & commission works.

Discussed by:

Acknowledged by:

Immediate Superior

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Document Code:  
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Page No.:  
02

Revision No.:  
01

Dept/Unit:  
Human Resources

- 26. Review testing & commission results.
- 27. Conduct punch lists on MEPF works and issue snags.
- 28. Attending project, site progress, and any MEPF services-related technical meetings directed by the Project manager.
- 29. Prepare draft site/engineer's instructions relating to the MEPF services, as required, and issue to the Project Manager
- 30. Provide advice to the Project Manager/Project Director regarding any MEPF services related to variable costs that the Contractor may claim during the work.
- 31. Review and comment on the contractor's as-built plans and Operation and Maintenance manuals.
- 32. Prepare daily, weekly, and monthly reports for the Project Manager, focused on MEPF components.

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Page No.:  
03

Revision No.:  
01

Dept/Unit:  
Human Resources

## KEY PERFORMANCE INDICATORS

1. Ability to adhere to project timelines and deliver projects on time. It assesses whether you can effectively plan, coordinate, and manage construction activities to meet established deadlines.
2. Ability to manage project budgets and control costs. It measures your performance in controlling expenses, minimizing cost overruns, and delivering projects within budget.
3. Effectiveness in ensuring the quality of construction work. It assesses your ability to implement and maintain quality control processes, meet quality standards and specifications, and deliver projects of high quality.
4. Commitment to maintaining a safe working environment. It assesses your ability to implement and enforce safety protocols, prevent accidents and injuries, and maintain a high level of safety compliance on construction sites.
5. Ability to manage relationships with project stakeholders, including clients, contractors, and team members. It measures satisfaction levels through feedback, surveys, or other means to gauge how well you meet stakeholder expectations and maintain positive relationships.
6. Ability to effectively communicate project goals, plans, and progress with team members, stakeholders, and other relevant parties. It also assesses your ability to foster collaboration among project teams and stakeholders.
7. Ability to handle changing orders efficiently. It measures your effectiveness in managing changes to project scope, evaluating their impact on schedule and budget, and minimizing the negative effects of change orders on project performance.
8. Ability to lead and manage your project team. It measures team productivity, performance, and morale. It also evaluates your effectiveness in resolving conflicts, motivating team members, and fostering a positive work environment.
9. Ability to manage client relationships and satisfaction (CSAT). It measures your responsiveness to client needs, your ability to address their concerns, and your overall client satisfaction levels.
10. Performance during internal and external audits, including compliance with procedures, accurate documentation, and timely response to audit findings especially in relation to ISO 9001:2015 and ISO 45001:2015.

## QUALIFICATION AND COMPETENCY REQUIREMENTS

### MINIMUM EDUCATION and EXPERIENCE

1. Must possess a bachelor's degree in mechanical engineering/electrical engineering.
2. Preferably a licensed engineer.
3. Must have at least 3 years of relevant work experience.

### KNOWLEDGE

1. Should have a strong understanding of construction methodologies, processes, and techniques. This includes knowledge of various construction systems, materials, and technologies.
2. Familiarity with local building codes, regulations, and industry standards is essential for ensuring compliance and adherence to legal requirements throughout the construction project.
3. A solid knowledge of project management principles is necessary for effectively planning, organizing, and executing construction projects. This includes understanding project phases, scheduling, budgeting, risk management, and quality control.
4. Knowledge of contract administration and management is important for handling contractual agreements, change orders, and ensuring that all parties involved in the project adhere to the terms and conditions.

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Page No.:  
04

Revision No.:  
01

Dept/Unit:  
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## **SKILLS**

1. Excellent communication skills, both written and verbal, are crucial for effective communication with stakeholders, team members, clients, and subcontractors. Construction Managers should also be skilled in collaboration, fostering teamwork and maintaining positive relationships with all involved parties.
2. Should possess strong problem-solving skills to identify issues, evaluate alternatives, and make informed decisions promptly to keep the project on track.
3. A strong financial acumen is necessary to manage project budgets, estimate costs, track expenses, and implement cost-control measures throughout the project lifecycle.

## **ATTRIBUTES**

1. Excellent organizational skills to manage multiple tasks, prioritize activities, and ensure that project milestones and deadlines are met.
2. Meticulous attention to detail to ensure that all aspects of the project, including specifications, quality standards, and safety protocols, are properly addressed and implemented.
3. Adaptable and resilient to effectively respond to unexpected challenges, adjust plans accordingly, and keep the project moving forward.

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