



Mechanical & Electrical Coordinator Opportunity

Govan Brown Construction Managers has an exciting opportunity for an Mechanical & Electrical Coordinator.

Govan Brown is an established leader in the construction management industry and has approximately 185 field and office staff and completes about \$300 million a year in corporate office, retail and hospitality projects. With our headquarters in Toronto, we are the only Canadian interiors construction manager with offices also in Vancouver, Calgary, Edmonton, Winnipeg and Ottawa.

Our company is growing by leaps and bounds and needs talented and energetic people to grow with us. The work environment is reflective of the fast paced and exciting downtown cities in which we do business.

Govan Brown is proudly recognized as one of Canada's Best Managed Companies.

Visit us at www.govanbrown.com



In a snapshot

In this newly created role, our M&E Coordinator will lead efforts in coordinating and managing the M&E scopes on major construction projects.

The Opportunity

- Provide technical input related to the M&E components of various construction projects
- Play a key role in budget and scope of M&E trades during pre-construction
- Review contract documents, submittals and shop drawings and making suggestions/modifications as they relate to the M&E scopes
- Coordinate all M&E activities with the project's Site Manager, subcontractors and project team, as well as manage communication between the subcontractors, field staff, project team and clients
- Manage and lead M&E subcontractors throughout duration of the project (from start-up through commissioning and turnover to the client) to ensure adherence to the project construction schedule, budget and specifications
- Assist the project team with developing detailed schedules for all M&E installation activities, including cost and resource loading
- Lead drawing and scope coordination efforts related to mechanical and electrical systems.
- Participate in clash detection meetings, provide input to Site Manager and M&E subcontractors to assist with resolving M&E interferences.
- Lead mechanical and electrical commissioning, testing and training efforts.
- Review and approve material and equipment for M&E systems prior to installation and monitor the installation and start-up of M&E systems and commissioning of project
- Communicate progress and prepare appropriate reports as needed
- Supervise, develop and mentor project staff, if applicable
- Create a safe work environment by implementing strict Health & Safety guidelines on site and ensuring compliance with all related legislation and safe practices

Desired talents and experience

- 5+ years of experience in M&E Coordination
- Proven track record as a Project Manager on commercial, hospitality projects with large M&E scopes
- Mechanical and/or Electrical degree
- Bachelor's degree in Construction Management or Engineering preferred
- Experience in the Commercial Construction/Interior fit-up industry preferred
- Demonstrated understanding of Building Codes, Mechanical Codes and Electrical Codes
- Strong leadership skills to effectively hold others accountable achieving project goals
- Relationship savvy and interpersonal skills to demand the respect of all stakeholders
- Understanding of applicable health and safety and construction-related legislation
- Exceptional time management to prioritize activities and allocate resources effectively
- Commitment to recognizing and mitigating risks
- Computer proficiency in MS Project, Excel and Outlook

