

**Job Title** Project Manager  
**Location** Site  
**Reports to** Business Unit Leaders

## About the Company

Gloster MEP Ltd are a dynamic driven Mechanical and Electrical Contractor, known for delivering building services solutions to Commercial, Residential and Refurbishment sector. We pride ourselves on providing a true Engineering solutions at optimal quality.

Our success is based on experience, it is only with experience that skills become reflex which enables our team to apply expertise and perform at their best even at the most challenging projects. Here at Gloster MEP we balance commitments to ideas of quality & innovation with real world's commercial imperatives.

## Role Scope

Reporting directly into the Business Unit Leaders, the project manager will drive the team through the projects according to programme, budget, and quality. The Project manager is expected to maintain the company's standard of work in all duties, especially to manage our clients' expectations so as to create a positive perception. Have great communication skills and able to work under with tight deadlines this is a fantastic opportunity to join a rapidly growing and progressive organisation.

## Personal Qualities

To be a successful Project Manager at Gloster MEP you will be driven to deliver quality projects, you will take pride in your work; you will be competitive and hungry for success.

With a willingness to take ownership and responsibility for your projects, both financially, progressively and the teams working on them. Understanding that building and managing relationships is key.

## Gloster's Approach to Project Management

- Non-confrontational.
- Proactive.
- Solve the Client's problems.
- On time.
- To specification.
- Safely.

## Technical Skills

- You will have a trade i.e., Electrical/Mechanical/Plumbing.
- You will have an HNC or equivalent.
- SMSTS or IOSH.
- Current Supervisor or Manager CSCS Card.
- IT Skills, a good working knowledge of:
  - Microsoft Word.
  - Microsoft Excel.
  - Microsoft Outlook.

- Project Management Software i.e., Microsoft Project, Asta.
- You will have a proven track record of successfully carrying out a similar role

### Job Purpose

The role of Project Manager is to plan, implement and deliver projects according to programme, budget and quality.  
The Project Manager is expected to maintain the company's standard of work in all duties, especially to manage our clients' expectations so as to create a professional and positive perception.

You will have overall responsibility for the successful project delivery.

- Taking the Project from the estimating team via a project hand over.
- Scope of Works/Specification.
  - Check the Scope against the Tender Offer Letter.
  - Review and ensure all items have been picked up by the Estimating Team.
  - Know your Scope of Works/Specifications in detail.
- Responsible for checking and red pen drawings.
- Documentation.
  - Presenting documents in an appropriate format, PDF when necessary.
  - Manage both electronic and paper documents in the Company format and filing structure.
  - Project tracking documentation kept up to date and issued along with the Project Report.
  - Ensure all test pack are correctly compiled and issued to the Client Teams.
  - Site Audit Reports for Subbie snags.
- Project Reporting.
  - In format on time.
  - Drop lines.
- Outstanding Works Schedules.
  - Maintained.
  - Issued out to Subbies and Clients.
- Email Management.
  - Copy the Project email address on all project related emails.
  - Provide a timely response to emails; manage the expectations of Clients and Senior Management.
- Better buying of all packages, in line with company policy.
- Issuing technical submittals of all Equipment / Packages and compile a Procurement Schedule.
- Issue all programmes construction and commissioning.
- Manage overall project delivery from inception to practical completion.
- Quality control of all processes, including installations and documentation.
- Sub-Contractor management and returning monthly appraisal forms.
- Procurement of Sub-Contractors and Materials.
- Responsible for projects costs for Variation Accounts.
- Meetings.
  - Attend all project meetings.
  - Record minutes and issue to Client and the Project Team in a timely fashion.
- Issue Early Warning Notices.
- Commissioning and handover of project to the Client's expectations snag free.
- Completion of PC check lists and sign off by Client/Consultants.
- O&M's.
  - Ensure the template is approved by the Client.

- Maintain an O&M information Required Tracker.
- Draft manual issued a minimum of 4 weeks prior to PC.
- Issue to Client in format requested.
- Record Drawings prepared in good time.
- Health & Safety.
  - Ultimate responsibility for full compliance on your site.
  - Promote the culture for reporting near misses.
  - Following the Company protocol when dealing with Accidents.
  - Ensure Site Managers fully fulfil their duties with all H&S items.
- Managing and Coaching.
  - Day to day management of; Site Managers, Apprentices and TPM's.
  - Provide guidance and pass on good work practices along with technical knowledge to those on your project.

### General Company Requirements

- To observe and abide by the Company's policies and procedures.
- To observe and abide by the Company's Health and Safety policies.
- All your office and site activities will be client facing and as a result you are our representative to the client. At all times you will be expected to maintain a professional appearance and manner, be punctual, helpful and courteous to clients, colleagues and other contractors on site.
- To ensure all equipment including Lap Top, Mobile Phone provided to you are kept secure and in good order. Ensure equipment is up to date and calibrated.
- To work with and support colleagues and other departments as and when required.
- To work above and beyond when required to delivery projects to successful completion.
- Undertake any necessary training to ensure efficient completion of your job.
- To cultivate and maintain a professional image at all times.

### Key Result Areas

- To provide status reports to the Directors on all projects they are responsible for via Monthly/Weekly project and meetings and progress report issue.
- To work with and maintain the existing company project processes.
- To develop and maintain due regard for safe working practices on site and report any breaches of Health and Safety to our Health and Safety Officer and responsible site person for the Client.
- To work closely to the Client to ensure all work is carried out correctly and within the allocated time.
- To maintain all required project documentation on site.
- Conduct a post contract project review meeting to obtain feedback from all involved and produce a project 'close out' report detailing strengths, weaknesses and areas for improvement.
- Produce monthly updates on Site Managers, Apprentices and Trainee PM's.
- Ensure site offices are always maintained to the highest standards:
  - Programmes on walls.
  - Drawing racks kept up to date with latest drawings.

- H&S posters on wall, with current PL Insurance.
- Have PPE on site at all times for Directors and Visitors.
- Keep site organogram up to date, when we have staff changes, & issue out to Client.
- Ensure all absences of Site Managers, Apprentices and TPM's are recorded with HR.
- Comply with all requests from Head Office for Case Studies, new Project requests forms etc.

The key result areas listed above are not exhaustive and are intended to be continuously developed as part of your personnel development plan through your annual appraisal where Key Performance Indicators (KPI's) and Objectives will be set.

