

Job Descriptions

2. HVAC/ Mechanical Specialist

- Apprise Project Director/Head PMU on daily progress report.
- Preparation of reports, review of engineering calculations with the source of knowledge, specifications, budgeting and literature for HVAC, firefighting, vertical transport, and plumbing works.
- Scrutiny and comparing of shop drawings with the design and drawings.
- Technical scrutiny of contracts, supervising the installation works at the site, and processing of the contractor's bills.
- Review of load calculation for all MEP works.
- Project operation procedures, management and control.
- Progress payment preparation and progress monitoring.
- Review of Shop drawings and material submittals.
- Project report preparation and Quality control procedures.
- Site coordination and reviewing bills of quantities and the scope of work.
- Review of cost analysis for variations, etc.
- Technical report writing and project planning.
- Cost estimation and technical detailing of the project.
- Coordination with of all MEP works in the project.
- PPRC, uPVC, GI all material selection, comparative statement, and inspection before and during installation.
- Project cost & time controlling and monitoring using Primavera P6.
- Have a strong grip on Microsoft and MEP software.
- Mechanical works included (but not limited to) HVAC, firefighting, vertical transport (lift & escalators), and plumbing works.