

MEP Manager – Job Description

Overview:

The MEP Manager is a critical role within the building maintenance team, responsible for the operation, maintenance, and repair of all mechanical, electrical, and plumbing (MEP) systems within an office building. This position requires a skilled and experienced individual with a strong understanding of building systems and a commitment to ensuring a safe and comfortable work environment.

Key Responsibilities:

MEP Systems Management:

- Oversee the daily operation, maintenance, and repair of all MEP systems, including HVAC, electrical distribution, lighting, plumbing, fire protection, and building automation systems.
- Conduct regular inspections and preventative maintenance to ensure optimal performance and identify potential issues.
- Troubleshoot and diagnose malfunctions in MEP systems, coordinating repairs with in-house technicians or external contractors as needed.
- Ensure compliance with all relevant building codes, safety regulations, and environmental standards.

Team Leadership:

- Provide technical guidance and mentorship to a team of Maintenance Technicians.
- Delegate tasks, monitor work progress, and ensure adherence to established procedures and quality standards.
- Foster a collaborative and supportive team environment.

Project Management:

- Assist in the planning and execution of MEP-related projects, such as system upgrades, renovations, and energy efficiency initiatives.
- Coordinate with contractors and vendors, ensuring work is completed on time, within budget, and to specifications.

Emergency Response:

- Respond promptly to MEP emergencies, such as equipment failures, power outages, and plumbing leaks.
- Take decisive action to mitigate risks and minimize disruption to building operations.

Administrative Duties:

- Maintain accurate records of MEP system performance, maintenance activities, and repair costs.
- Prepare reports and documentation as required.
- Assist in the development and management of MEP-related budgets.

Qualifications:**Education and Experience:**

- High school diploma or equivalent required; technical trade school certification or associate's degree in a related field preferred.
- Minimum of 5 years of experience in building maintenance with a focus on MEP systems.
- Proven experience in leading and managing a team.

Technical Skills:

- In-depth knowledge of HVAC, electrical, plumbing, and fire protection systems.
- Strong troubleshooting and diagnostic skills.
- Familiarity with building automation systems and energy management principles.
- Ability to read and interpret blueprints, schematics, and technical manuals.

Other Skills:

- Excellent communication and interpersonal skills.
- Strong problem-solving and decision-making abilities.
- Ability to work independently and as part of a team.
- Physical ability to perform tasks that may require lifting, climbing, and working in confined spaces.