

## Job Overview:

### Project Coordinator

<b>Job Title:</b> Project Coordinator	<b>Location:</b> King's Cross, London	<b>Company:</b> Gratte Brothers Design & Coordination (GBD&C)
<b>Responsible For:</b> CAD/Engineering Duties		

#### Job Purpose:

- To manage the Project Team effectively; preparing coordinated building services drawings for engineering and site operative use.
- To work with design information provided by the Project Design Team in terms of layout drawings, sections, equipment schedules and specifications. Producing a fully coordinated set of building services drawings for the engineering department and to allow the site operatives to install the works on site.
- To represent the company at a range of meetings including design team, site, coordination and other meetings, as agreed at the start of each project.
- To co-operate and communicate effectively with project managers and other project participants providing technical support as required.
- To perform overall quality control of the work (Inc. budget, schedule, plans and personnel performance), reporting regularly on project status.
- To be commercially aware of costs and able to identify additional costs not included in the original appointment (variations) and in the production of monthly project reports.
- Perform overall quality control of the work (budget, schedule, plans and personnel's performance) and report regularly on project status.
- Assist other company departments such as Sales & Marketing and Estimating, plus support of the department management.
- Attend CPD's and training to gain experience and grow in ability.

### **Key Areas of Responsibility:**

- First and foremost; ensure all activities are carried out in accordance with Company QA Design procedures.
- The Senior Coordination Engineer is responsible for the following tasks, some of which they will implement directly or delegate to others. Those tasks delegated do not absolve ultimate responsibility.
- Take responsibility for the ownership of projects given to them in terms of programme, cost and quality.
- Plan, programme and organise all engineering and coordination activities necessary to implement the requirement of the project or client brief in accordance with the targets set.
- Ensure that departmental procedures and good practices are followed within the project team.
- Effectively manage the Project CAD Team (Control, motivate, guide and provide leadership to ensure productivity and in accordance with the targets set
- Research and liaise with the client (and his representatives) to obtain all information necessary to fulfil the coordination process.
- To carry out calculations, report writing and basic CAD work.
- To review and technically check design information produced by others for correctness of operation.
- Manage the coordination of specialist sub-contractors systems within the Company's own coordination models and drawings.
- To review design information and manufacturer's technical information to ensure the model is functionally correct.
- Provide all drawings, schedules, specifications, schematics, etc. to ensure the installation is correctly and economically installed.
- To prepare and produce fully coordinated mechanical and electrical 3D models which are clash free.
- To work with the assigned CAD team to produce the required drawings for the project.
- To manage queries raised by the CAD coordination team.
- To raise *Requests for Information* (RFI's) and implement the answers returned.
- To check the work undertaken by others within the Company prior to issue for correctness.
- Prepare tender submission if requested.
- Attend site for meetings and conducting surveys.

- Attend project performance reviews, as and when requested.
- Work within project deadlines/programmes to suit the engineering activities.
- Help colleagues who require engineering assistance and technical backup.
- Assist the Commercial Team to recover additional costs on projects.
- Control, motivate, guide and provide leadership to the staff allocated to you and ensure they work productively and in accordance with the targets set.
- The role may sometimes require works to be carried out on site.

***This is a broad overview of the position and does not encompass all aspects of the role.  
Gratte Brothers are an equal opportunities employer and welcome applications from all.***

### **Knowledge & Experience:**

- To have a comprehensive technical knowledge as well as good knowledge of current legislation and applicable British Standards with the ability to attend technical meetings and be able to discuss such matters.
- To have a comprehensive technical knowledge of the use of AutoDesk 3D drafting software (Fabrication and Revit) and Navisworks suite of programmes
- To have comprehensive understanding of BIM and its deliverables. Delivery of projects within budget and agreed timescales.
- Have the ability and knowledge to carry out factory inspection and testing of such plant.

### **Attributes & Skills:**

- Ability to multi-task needed to manage a number of projects concurrently. Additionally, to be able to oversee teams of coordinators and CAD draughtsmen.
- Possess a solid understanding of technical specifications and be able to appraise technical submittals and technical quotations.

### **Qualifications:**

- N/A