

## Automated Building and Energy Controls Limited

### JOB DESCRIPTION

#### Project Manager

- Full Time
- 40 hours per week plus travel

Department	Region	Office
Projects	Europe	Home Based

#### ABEC Background

- ABEC is an Energy and Building Management System Specialist carrying out new Installations & Projects, Maintenance and Energy Management Services.
- ABEC is a fast growing business with offices in Tewkesbury, London, Birmingham, Ireland and Wokingham, consisting of over 60 staff and a network of sub contractors and suppliers with a plan to grow considerably over the next few years.

#### The Role

The Project Manager will be responsible for managing BMS projects of varying sizes. ABEC operates the majority of its projects on a fixed price basis and generally completes works for Mechanical and Engineering companies, as well as end clients and consultancy businesses. The Project Manager is ultimately responsible for ensuring the projects are delivered on time, on budget and leaving a satisfied customer

#### Responsibilities

- 1) Be responsible for the commercial performance and overall direction, co-ordination, implementation, execution, control, and completion of ABEC projects in line with high standards, ABEC corporate aims and policies.
- 2) Take projects from a sales handover, interpret and understand quote and scope of works or specification and at look to improve as sold gross margin.
- 3) Be responsible for health and safety management on all managed projects.
- 4) Regularly monitor, review, and report on the progress of all projects, progress, delays, and resourcing amendments to the customer, Contracts Manager, Projects administrator and other staff where required.

- 5) Prepare sales valuations, sales variations and request customer orders or instruction before proceeding with works. Manage sales application process.
- 6) Create purchase requisitions for staff, suppliers, sub-contractors and approve purchase invoices for payment. Manage purchase application process.
- 7) Ensure standard documents are continually used and maintained. These include but are not restricted to programme of works, progress schedules, technical submittals, RFI's and risk / opportunity register. Utilise and interact with project engineers where required.
- 8) Provide projects co-ordinator with sufficient notice for all engineering and commissioning requirements
- 9) Ensure factory acceptance activities, commissioning activities, snagging, and training activities are planned and communicated with results being documented and issued in a timely manner using the correct documents and processes.
- 10) Be able to carry out engineering or commissioning activities on projects, to support team or as required.
- 11) Ensure customer satisfaction is maintained.
- 12) To undertake any other duties as requested by senior staff within ABEC.

### **Liaise with**

- Contracts Manager
- Project manager(s)
- Projects administrators (s)
- Projects Engineer(s)
- Quantity Surveyor(s) / Commercial Manager
- Commissioning Engineer(s)
- Graphics Engineer(s)
- Maintenance Department
- Energy Department
- Technical Department
- Sales Department
- Accounts department
- Operations Director

### **Line Management**

The line manager for this role is the Contracts Manager.

### Relevant experience, skills & knowledge

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Experience of engineering and/or commissioning Building Management Systems</li> <li>• Minimum 5 years experience of project management in the construction industry</li> <li>• Minimum of 2 years experience of managing projects for end user and/or FM clients</li> <li>• Minimum of 2 years experience of managing a project team delivering a portfolio of multiple projects</li> <li>• Demonstrable experience in managing successful projects from a commercial point of view</li> <li>• Experience of managing health and safety in a construction environment</li> <li>• Fluent in the use of Microsoft Project, Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrable knowledge of JCT/NEC/DOM forms of contract.</li> <li>• Demonstrable knowledge of design and build forms of contract</li> <li>• Demonstrable knowledge of the Housing and Grants Construction Acts</li> <li>• Demonstrable knowledge of BMS systems; eg Trend, Siemens, Delta</li> <li>• Demonstrable knowledge of delivering BMS projects within the data centre market</li> <li>• Demonstrable knowledge of delivering PMS projects within the data centre market</li> </ul>

### Relevant qualifications

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"> <li>• Educated to A level as a minimum.</li> <li>• CITB / SMSTS H&amp;S accreditation or IOSH equivalent</li> <li>• ECS CSCS accreditation</li> <li>• Holds a recognised project management qualification or is working towards such a qualification (e.g. APM or Prince2)</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level</li> <li>• First Aid Trained</li> <li>• Electrical Qualification (e.g. City &amp; Guilds, National Certificate or Degree in Electrical Engineering)</li> <li>• BMS Product Training in Trend, Siemens, Delta</li> </ul>

### Communications and interpersonal skills

Essential	Desirable
<ul style="list-style-type: none"> <li>• Customer focused approach</li> <li>• Excellent written &amp; verbal communication skills</li> <li>• Accuracy and attention to detail</li> <li>• Proactive attitude</li> <li>• Comfortable working as part of a team</li> <li>• Excellent management/leadership skills</li> </ul>	

### Salary and Benefits

- Salary dependant on experience and qualifications.
- Company car allowance (or cash equivalent) of €4,800 per annum.
- 3% matched employer pension contribution.
- X3 basic salary life assurance.
- Oversees allowance.
- 25 days annual holiday entitlement (plus bank holidays).