

JOB DESCRIPTION

Contract type	Permanent
Job Title	MEP Co-ordinator
Job Specialism	MEP
Reports To	MEP Team Leader
Location	Wixford with occasional travel to sites and other offices within the Group.

About Fulcro
<p>Fulcro is an innovative team of design technologists, engineers and creative thinkers who thrive on delivering solutions that are faster, better and more value for our clients. Our core activities are 3D/4D and 5D digital prototyping, BIM management and 3D design detailing for construction, fabrication and assembly.</p> <p>Our people are important to us. We empower them to perform, offer opportunities to grow and reward their contribution.</p>

Purpose of the role
The Senior Co-ordinator produces quality 3D Models and drawings for Mechanical, Electrical and Pipe Work services and works as part of a wider delivery team.

Key Functions
<ol style="list-style-type: none"> 1. Produce detailed, co-ordinated service models to a high level of detail, as required using Autodesk Fabrication within the AutoCAD and Revit environment. 2. Follow and assist in the development of systems and procedures to ensure effective workflow. 3. Work closely with Team Leader and Project Manager to deliver high quality MEP projects within the agreed timescales. 4. Assist with mentoring less experienced colleagues by passing on knowledge and assisting with training. 5. Carry out any ad-hoc tasks as directed by the MEP Team Leader or Project Manager.

Person specification	
Experience	Essential (E) or Desirable (D)
<ul style="list-style-type: none"> You need to be able to demonstrate exposure to, have significant experience and be fully proficient in co-ordinating multi-disciplinary design using Autodesk Fabrication (CADDUCT) within the AutoCAD and/or Revit environment. 	E
<ul style="list-style-type: none"> Be able to demonstrate experience of working on MEP projects. 	E
<ul style="list-style-type: none"> Be capable of working on your own and with minimal supervision. 	E

<ul style="list-style-type: none"> • Experienced from Stage 4B/Stage E onwards. • Experience and awareness of using any of the following industry related software – Navisworks, Manage, Solibri, EDMS. • Experience of training other team members. • You must be able to demonstrate that you have excellent communication and problem solving skills. • Be able to size ductwork based upon velocity and flow rate. 	<p>D</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>
<p>Qualifications</p> <ul style="list-style-type: none"> • Hold a HNC/ HND or an industry related qualification in an Engineering or Building Services background. 	<p>D</p>

This job description is a written statement of the essential characteristics of the job, with its principal accountabilities, incorporating a note of the skills, knowledge and experience required for a satisfactory level of performance. This is not intended to be a complete, detailed account of all aspects of the duties involved.