

Associate MEP (Electrical/ELV) Manager

Duke Kunshan University

Job Description

Position Overview:

The Associate MEP (Electrical/Extra Low Voltage) Manager will play a key role in campus project to manage design, construction, testing & commissioning related with MEP (Mechanical, Electrical and Plumbing) stuff of campus projects. This person will coordinate consultancy, LDI, project management company and contractors of MEP system, ensure that the MEP system works correctly and efficiently, meet the requirements of academic and operation. Strong and professional Electrical/ELV background are preferred.

Reports to:

Associate Director of Campus Project

Essential Duties:

- Collect requirements from stakeholders and establish Electrical/ELV standard/requirement for campus development.
- Working with internal team for academic/operational requirement and regularize it to engineering standard/requirement.
- Planning and conceptualization of the Electrical/ELV system for campus development.
- Provide Electrical flexibility provision to capture future academic and operation requirement.
- Manage/co-ordinate with discipline consultants, architect and interior designer, LDI to finalize the MEP concept for campus engineering design development.
- Review/approve MEP consultant, LDI design with alignment of other disciplines and ensure the stakeholders' requirements being fully incorporate.
- Review/approve all related submissions with high quality and reliable functional demands, take appropriate professional actions correctly.
- Carry out periodically site visiting, monitoring/checking the quality of site installation works; prepare inspection report to ensure the compliance in term of system design and installation quality.
- Manage/Coordinate consultant/contractor for Electrical/ELV system testing & commissioning.
- Manage/Coordinate Project Management Company/consultant/contractor for the completion

documents and handover to campus management.

- Sourcing energy saving initiatives, analyze the capital cost/operating cost/return and feasibility.
- Adhere EHS management and take EHS responsibility in his liable areas; Promote EHS culture.
- Other tasks as assigned.
- University employees' job responsibilities will continue to expand in scope and depth as the University grows in size and complexity in its programs.

Required Qualifications:

- Qualified with 8 years above experience and proven track record in MEP engineering with MNC firms in China (prefer oversea experiences).
- Large scale public complex buildings, higher education campus development, design and construction experience.
- Specialize in Electrical and ELV or HVAC or Fire Fighting with general technical knowledge for other MEP system.
- Well-familiar with Chinese Construction Laws and regulations.
- Well-familiar with Chinese MEP design code and regulations.
- Well-familiar with Chinese MEP material and equipment code and market.
- Ability and confidence to quick identify key issues for MEP system for campus/public building development.
- Proven record of accomplishment in MEP design/development for campus/public building complex development.
- Possess superior communication and interpersonal skills.
- Proficient English skills.