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Better never settles

MEP Project Manager

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Hybrid

Client Site - USA - CA - Costa Mesa - 3333 Fairview Rd

Full time

Posted 30+ Days Ago

R297378

Job Title

MEP Project Manager

Job Description Summary

Provides professional project management experience to designated projects and assignments at a client site, campus, and facilities.

Job Description

POSITION SUMMARY

Provides professional project management experience to designated projects and assignments at a client site, campus, and facilities. Interacts with client representatives onsite, receives direction and coordinates with the property or facility management team. Monitors and coordinates the execution of the various services and processes relating to client contracted agreements for project management and mechanical, electrical and plumbing capital improvements. Works in collaboration with the assigned account manager, building or facility management team, clients, owners and others.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Coordinate and oversee facilities capital projects, including, but not limited to, mechanical, electrical and plumbing contractor

- Prepare agendas, develop and maintain master project budgets and timelines as required for each project and project phase to ensure overall project objectives and client needs are met. Keep building management apprised of progress at all times
- Prepare and coordinate project reports and drawing reviews for clients, property/facility management team, and project team (as applicable) at each phase of the project lifecycle
- Assist in the selection, contracting process and oversight of consultants and construction teams as necessary for each project

- Review requisitions, change orders and other invoices associated with the project and confer with client and property management on costs and impacts
- Support the marketing of services to clients as requested
- Adhere to corporate, building, and client policies and procedures
- Cooperate with other building/facility personnel to achieve goals and objectives as to quality, service, cost and profit
- Report to immediate supervisor major problems and findings and results achieved with recommendations
- Advise and obtain the necessary approvals from the appropriate members of management of potential organizational changes, actions that might require additional commitments, and the need for expenditures in excess of approved budget
- Adhere to government laws and regulations and established rulings of government authorities, including building codes, safety regulations, etc.
- Maintain high qualitative and quantitative standards of work performance
- Strive constantly to improve skill and work knowledge; keep up to date in the field of specialization

Support cataloging and recording new and existing fixed assets in a central database (i.e. Share drives, Computer Maintenance Management Systems (CMMS), Capital Asset Planning Software and Applicable other 3rd Party Application(s)

KEY COMPETENCIES

1. Client Focus
2. Communication Proficiency (oral and written)
3. Relationship Management
4. Leadership
5. Multi-Tasking
6. Technical Proficiency
7. Consultation
8. Organization Skills
9. Time Management

IMPORTANT EDUCATION

- B.S. Degree in Engineering or equivalent mechanical, electrical and plumbing experience

IMPORTANT EXPERIENCE

- Minimum of 5 years directly related experience in an engineering/construction project accountability role
- Minimum of 5 years project management experience required
- Minimum of 3 years of supervisory experience in a project management capacity especially experience in leading, motivating, and developing employees
- Hands-on experience with tenant improvement construction projects preferred

Cushman & Wakefield also provides eligible employees with an opportunity to enroll in a variety of benefit programs, generally including health, vision, and dental insurance, flexible spending accounts, health savings accounts, retirement savings plans, life, and disability insurance programs, and paid and unpaid time away from work. In addition to a comprehensive benefits package, Cushman and Wakefield provide eligible employees with competitive pay, which may vary depending on eligibility factors such as geographic location, date of hire, total hours worked, job type, business line, and applicability of collective bargaining agreements.

The compensation that will be offered to the successful candidate will depend on factors such as whether the position is covered by a collective bargaining agreement, the geographic area in which the work will be performed, market pay rates in that area, and the candidate's experience and qualifications.

The company will not pay less than minimum wage for this role.

The compensation for the position is: \$ 114,750.00 - \$135,000.00

Cushman & Wakefield is an Equal Opportunity employer to all protected groups, including protected veterans and individuals with disabilities. Discrimination of any type will not be tolerated.

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position at Cushman & Wakefield, please call the ADA line at 1-888-365-5406 or email HRServices@cushwake.com. Please refer to the job title and job location when you contact us.

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About Us



About Cushman & Wakefield

Cushman & Wakefield (NYSE: CWK) is a global leader in real estate services, leveraging our specialized expertise to deliver innovative solutions and exceptional value to owners and occupiers. With 52,000 employees in nearly 400 offices across 60 countries, we are one of the largest firms in the industry, with more than 100 years of history. In 2023, we generated \$9.5 billion in revenue from our core services. To learn more, visit www.careers.cushmanwakefield.com.

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