

# Mechanical Services / Building Services Coordinator

Unit 7, Loughway Business Park, Warrenpoint Road,  
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## Job Summary

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Vacancy :

Deadline : Oct 31, 2024

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Employment Status : Full Time

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

## Job Description

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### Job Purpose:

Due to an increase in delivery requirements and to support our growing portfolio of large-scale residential and commercial projects we are recruiting for a Mechanical Services Coordinator. This role will be based at our Newry HQ, with regular travel to new MGME Project Site locations. The role will operate as a technical lead, providing oversight from early design stage through to handover while acting as the main interface between internal site teams, main contractors, consultants, clients.

### Duties and Responsibilities:

- Lead mechanical coordination across multiple projects from preconstruction through to handover to the construction team
- Chair and manage preconstruction coordination meetings with clients, consultants, and main contractors
- Act as the principal technical liaison between design consultants, main contractors, and internal teams
- Report regularly to senior management and board level on preconstruction progress
- Support and mentor junior mechanical coordinators, contributing to team development
- Contribute to the development and standardisation of preconstruction workflows, job setup procedures, and technical documentation
- Oversee digital job setup and pre-site readiness using Procore and client-based platforms
- Represent the company in technical meetings with clients, consultants, and external stakeholders
- Work proactively to identify and resolve coordination issues before they impact delivery
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### Person Specification:

- **Minimum 3 years' experience** in a mechanical services coordination or technical project delivery such as Building Services (Parallel industry experience such as building services consultancy considered).
- **Experience working on multi-unit or complex developments.**
- Proven track record of working on complex mechanical systems including:
  - o Air Source Heat Pumps and Exhaust Air Heat Pumps
  - o Heat Interface Units, Energy centres and Heating Controls
  - o Communal cold water distribution systems
  - o MVHR and MEV systems
  - o Dry Risers, Mechanical Ventilation, and Passive Smoke Ventilation
- Demonstrable experience working at preconstruction and design coordination stage, not solely site-based delivery
- Strong understanding of construction sequencing, buildability, and services integration
- Experience setting up and managing construction job budgets
- Confident communicator with experience engaging senior consultants, contractors, and clients
- Ability to manage competing priorities across multiple projects simultaneously
- Comfortable working independently and making technical decisions
- Eligible to work in UK and Ireland
- Full UK driving licence with flexibility to travel between sites
- Strong working knowledge of Microsoft Office and construction management platforms such as Procore

### Employee Benefits:

- Competitive salary
- Company pension
- 30 days annual leave (inclusive of ROI bank holidays)
- Early finish on Fridays
- Active social and charity calendar
- Opportunities for growth and development

This opportunity is permanent contract. It is an excellent opportunity for a candidate who wants to gain experience with a progressive and dynamic company to further their career.

This role will be based at our Newry Head Office Monday to Friday with occasional travel across MGME project locations across the Greater Dublin area.

**Education & Experience**

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**Must Have**

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**Educational Requirements**

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**Compensation & Other Benefits**

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