

# Senior Mechanical Coordinator

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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:

The Senior Mechanical Coordinator will lead the coordination of mechanical systems across a range of residential and commercial projects throughout the Louth, Meath, Dublin and Wicklow areas. Operating from our Newry office, the role will involve regular travel to new construction sites and working closely with main contractors, consultants, clients, and internal teams to ensure design and installation standards are met and exceeded.

This is a senior preconstruction / mechanical coordinator position, acting as the principal interface between preconstruction, procurement, and construction teams while also supporting and mentoring our mechanical coordinator team. The successful candidate will play a vital role in enhancing preconstruction workflows and job setup processes using both our digital construction platform and also the client platform. The ideal candidate will be technically proficient and practically minded. In this role, the candidate must be proactive towards issue resolution and be solutions focused.

### Duties and Responsibilities:

- Lead mechanical coordination across assigned projects from preconstruction through to handover to the construction team
- Chair preconstruction coordination meetings with clients, consultants, and main contractors
- Act as the central 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
- Assist with the improvement of internal workflows and documentation processes
- Oversee job setup and pre-site readiness using Procore and internal systems
- Represent the company in technical meetings with clients, consultants, and external stakeholders
- Work proactively to identify and resolve coordination issues before they impact delivery
- **Any other duties as requested or required by the Senior Management Team.**

### Person Specification:

- **Minimum 5 years' experience** in mechanical coordination or technical project delivery
- Proven track record of working on complex mechanical systems including:
  - Air Source Heat Pumps and Exhaust Air Heat Pumps
  - Heat Interface Units, Energy centres and Heating Controls
  - Communal cold water distribution systems
  - MVHR and MEV systems
  - Dry Risers, Mechanical Ventilation, and Passive Smoke Ventilation
- Strong understanding of construction and building services coordination practices
- Excellent interpersonal and communication skills
- Ability to work independently and remain calm under pressure
- Comfortable working with multiple trades / disciplines
- Ability to balance competing priorities
- **Desirable (but not essential)**
  - Formal qualification in mechanical engineering or building services
  - Experience with BIM tools or digital coordination platforms (e.g., Revit, Navisworks)
  - Prior use of **Procore** or similar construction management platforms
  - Trade background with progression into coordination roles is highly valued

### Employee Benefits:

- Competitive salary
- Company pension
- 28 + days annual leave
- Early finish on Fridays
- Active social and charity calendar

**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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