

Job Description – MEP Assistant Manager



BE PART OF SOMETHING GREATER
BELONG | ACT | THRIVE

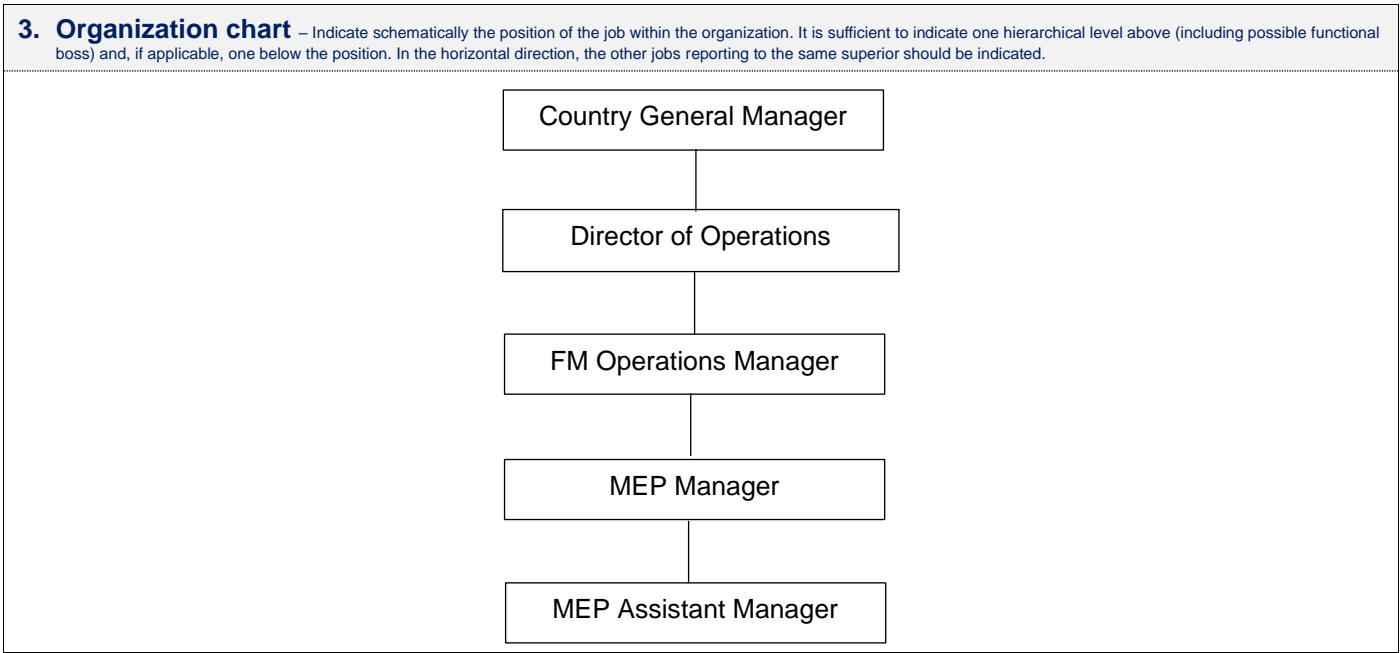
Function:	FM Operations
Job:	MEP Assistant Manager
Position:	MEP Assistant Manager
Job holder:	
Date (in job since):	
Immediate manager (N+1 Job title and name):	MEP Manager
Additional reporting line to:	
Position location:	Oman, Muscat

- 1. Purpose of the Job** – State concisely the aim of the job.
- Assisting the MEP Manager in planning, designing, and implementing MEP systems for a building or facility.
 - To ensure that all MEP systems in the facility are operating efficiently and effectively, minimizing downtime, and reducing costs.
 - Ensure a safe and comfortable environment for client & customers.

2. Dimensions – Point out the main figures / indicators to give some insight on the “volumes” managed by the position and/or the activity of the Department.

Revenue FY22	EBIT growth: NA	Growth type: NA	Outsourcing rate:	NA
	EBIT margin: NA		Outsourcing growth rate:	NA
	Net income growth: NA			
	Cash conversion: NA			

Characteristics



4. Context and main issues – Describe the most difficult types of problems the jobholder has to face (internal or external to Sodexo) and/or the regulations, guidelines, practices that are to be adhered to.

- Managing complex MEP system.
- Meeting project deadlines.
- Ensuring compliance with regulations.

5. Main assignments – Indicate the main activities / duties to be conducted in the job.

- Comply with Company's delegation of authority in terms of cash purchase, purchase orders, disposal of assets, CapEx Approval, etc.
- Adhere to company's Administration Manual and other policies and procedures.
- Maintaining a balance between cost effectiveness and client satisfaction.
- Co-ordinate with all departments for finalization of requirements and execution.
- Monitor performance of technicians and maintenance staff in terms of quality, timely dispatch, and other supports.
- Monitor activities pertaining to stock management, storage, and execution of tasks as per request.
- Ensure safety and work hazard training are conducted by HSE personnel, as per Client's requirements and guidelines.
- Conduct periodic inspections of the premises/workplace to ensure safety standards are adhered and followed.
- Strictly comply with contractual requirements and specifications while maintaining cost control measures.
- Carryout protective and corrective maintenance to ensure reliability and effectiveness of the equipment, vehicles, and all other tools.
- Manage maintenance team and ensure their availability to carry out any emergency activities/work.
- Ensure safety equipment (fire extinguishers, first aid boxes, etc) fixed and made available.
- Timely response to maintenance requests as per priority, communicate them to the Foreman and follow up on the execution.
- Provide full technical support in mobilization and demobilization of projects in coordination with Operations Team.
- Ensure periodic maintenance of all on-site assets and report any potential or major deficiency to the Management.
- To follow Company's procedures & protocols of purchasing, coding, movements, and disposal of assets.
- Assisting the MEP Manager in planning, designing, and implementing MEP systems for a building or facility.
- Coordinating with various departments, contractors, and vendors to ensure timely completion of MEP projects and maintenance activities.
- Supervising and managing a team of technicians, engineers, and other professionals involved in MEP operations and maintenance.
- Conducting regular inspections and audits of MEP systems to identify any issues or areas for improvement.
- Developing and implementing preventive maintenance programs to ensure the continuous operation of MEP systems.
- Preparing and managing budgets for MEP operations and maintenance.

6. Accountabilities – Give the 3 to 5 key outputs of the position vis-à-vis the organization; they should focus on end results, not duties or activities.

- Effective planning and coordination of MEP projects and activities, resulting in timely completion and delivery of projects within budget and to high-quality standards.
- Effective management of budgets for MEP operations and maintenance, resulting in optimal use of resources and cost savings.
- Effective communication and collaboration with stakeholders, resulting in successful relationships and partnerships that support the overall success and profitability of the organization.
- Compliance with relevant safety and environmental regulations, codes, and standards, resulting in a safe and healthy working environment for clients & customers.

7. Person Specification – Indicate the skills, knowledge, and experience that the job holder should require to conduct the role effectively

- **Education:** Requires a bachelor’s degree in Mechanical, Electrical or Plumbing Engineering or a related field
- **Experience:** Minimum 8 years of experience in MEP operations, maintenance, or management. Experience in project management, budgeting, and team management is also desirable.
- **Technical knowledge:** Should have in-depth knowledge of MEP systems, codes, and standards, including HVAC, electrical, plumbing, and fire protection systems. They should also have knowledge of building automation systems and energy management systems.
- **Leadership and communication skills:** Should have excellent leadership and communication skills to manage a team of technicians, engineers, and other professionals.
- **Analytical and problem-solving skills:** Should be able to analyse complex technical problems, identify root causes, and develop effective solutions to resolve them.
- **Planning and organizational skills:** Should have strong planning and organizational skills to manage multiple projects and activities simultaneously, prioritize tasks, and meet deadlines.
- **Safety and compliance knowledge:** Should have knowledge of relevant safety and environmental regulations, codes, and standards, and be able to ensure compliance with them.

8. Competencies – Indicate which of the Sodexo core competencies and any professional competencies that the role requires

- Technical Expertise
- Communication and Collaboration
- Leadership and Management Skills
- Safety and Compliance
- Planning and Organizing
- Analytical and Problem-solving Skills

9. Management Approval – To be completed by document owner

Version	1	Date	10/05/2023
Document Owner	Frederique BONNET		