**SELWOOD LTD**

**POSITION DESCRIPTION: Mechanical and Electrical Pre-Construction Team Leader**

**LOCATION:** TBC

**POSITION PURPOSE:** The Mechanical and Electrical Pre-Construction Team Leader will be responsible for overseeing the pre-construction phase of mechanical and electrical applications for various projects. This role involves leading a team in preparing detailed designs, technical specifications, and project schedules while ensuring compliance with client requirements, regulatory standards, and industry best practices

**RESPONSIBLE TO:** Engineering and Design Manager

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| **REGULAR CONTACTS:** |  |  |
| **Internal** | Head of Project DeliveryProject ManagersSite AgentsSolutions DirectorsSenior Solutions ManagersSolution TeamsInstallation and Electrical Managers and TeamsApplication Support ManagersSupercentre TeamsProject Support Co-ordinatorsProject controllersCommercial Team B.I.M TeamSHEQHR |

**MAIN RESPONSIBILITIES:**

* Lead, manage, and mentor a team of mechanical and electrical engineers, designers, and technical staff during the pre-construction phase.
* Delegate tasks effectively, ensuring team members are aligned with project goals and deadlines.
* Foster a collaborative work environment that encourages knowledge sharing, innovation, and continuous improvement.
* Conduct team meetings, provide performance feedback, and support the professional development of team members.
* Oversee the development of detailed M&E system designs, technical specifications, and project schedules during the pre-construction phase.
* Identify potential risks and challenges during the pre-construction phase and develop mitigation strategies.
* Ensure that all designs and systems meet health, safety, and environmental regulations.
* Act as the primary point of contact for mechanical and electrical systems during the pre-construction phase, liaising with clients, and internal teams.
* Ensure the smooth transition of pre-construction activities into the construction phase, including the handover of technical documents, drawings, and specifications to the site team.
* Ensure all pre-construction documents are completed accurately and in a timely manner, including technical reports, drawings, specifications, and schedules.
* Provide regular progress reports and updates to senior management and stakeholders.
* Maintain thorough records of all pre-construction activities, including design changes, approvals, and decisions.

The main responsibilities are outlined above. This is not a definitive list and other tasks/activities may be necessary as the Company’s commercial activities require.

**QUALIFICATIONS & EXPERIENCE:**

* Bachelor’s degree in Mechanical Engineering, Electrical Engineering, or a related field (or equivalent experience).
* Proven experience in the design and planning of mechanical and electrical systems, with a focus on the pre-construction phase.
* Experience in managing pre-construction activities
* Strong knowledge of relevant M&E standards, codes, and regulations (e.g., IEE Wiring Regulations, NEC, BS standards, etc.).
* Proficiency in CAD software (AutoCAD, Revit, or similar) for M&E system design and coordination.
* Ability to conduct value engineering and optimize M&E system designs for cost-effectiveness and efficiency.
* Strong leadership and team management skills with the ability to guide and motivate a multidisciplinary team.
* Excellent communication skills, with the ability to effectively collaborate with clients, contractors, and internal stakeholders.
* Strong organisational skills and attention to detail.
* Ability to manage multiple tasks and prioritize effectively in a fast-paced environment.