

Project Manager

Company	EHMS - Hayward
Location	Lake Zurich, IL
Department	Operations
Reports To	VP of Operations
Job Type	Full-Time, Regular
Compensation	\$80,000–\$120,000 annually, based on qualifications and experience
Bonus	Eligible for annual performance-based bonus program

About EHMS - Hayward

EHMS - Hayward is a leading commercial HVAC contractor recognized for innovative mechanical design, quality installation, and exceptional service. We partner closely with our clients as a proactive service provider and trusted advisor, helping reduce the total cost of equipment ownership while delivering projects safely, on time, and within budget. Our success is built on a culture that values safety, teamwork, accountability, and continuous improvement.

Position Summary

The Project Manager is responsible for overseeing commercial and industrial HVAC and mechanical construction projects from initiation through closeout. This role ensures projects are completed safely, efficiently, on schedule, and within budget while meeting customer expectations and company quality standards. The Project Manager coordinates project resources, schedules, budgets, subcontractors, and stakeholders while collaborating closely with field teams and the Vice President of Operations to drive operational performance, customer satisfaction, and project profitability.

Essential Duties and Responsibilities

- Manage HVAC and mechanical construction projects from kickoff through closeout.
- Develop and maintain project schedules to meet deadlines and client expectations.
- Coordinate labor, materials, equipment, and subcontractors to support project execution.
- Monitor project budgets, costs, profitability, and financial forecasts.
- Review project drawings, specifications, submittals, contracts, and scope requirements.
- Serve as the primary point of contact for customers and project stakeholders.
- Lead project meetings and provide updates regarding progress, risks, and milestones.
- Identify and resolve issues affecting schedule, budget, quality, or safety.
- Coordinate material procurement and delivery schedules.
- Monitor subcontractor performance and contract compliance.
- Ensure compliance with company policies, safety standards, and regulatory requirements.
- Conduct jobsite visits to monitor project progress, quality, and customer satisfaction.
- Collaborate with field supervisors and operations teams to optimize project resources.
- Coordinate with the Vice President of Operations regarding project priorities, resource allocation, and overall project performance.
- Support project commissioning, turnover, punch list completion, and closeout activities.
- Maintain accurate and organized project records.
- Build and maintain positive relationships with customers, vendors, subcontractors, and internal teams.
- Identify opportunities to improve project efficiency, productivity, and profitability.
- Perform other duties as assigned.

Supervisory Responsibilities

- Scheduling and resource allocation.

Qualifications

- Bachelor's Degree preferred, or equivalent combination of education and experience.
- 1–3 years of project management or related experience in construction, HVAC, mechanical contracting, or a related industry.
- OSHA 30 Certification preferred.

Knowledge, Skills, and Abilities

- Leadership
- Relationship Building
- Teamwork and Collaboration
- Problem Solving
- Critical Thinking
- Decision Making
- Conflict Resolution
- Negotiation
- Organizational Skills
- Adaptability
- Accountability
- Attention to Detail
- Strategic Thinking
- Resource Planning
- Risk Assessment

Physical Demands and Work Environment

- Prolonged sitting and computer use; frequent keyboarding and use of office equipment.
- Continuous viewing of computer screens and project documents; frequent communication in person, by phone, and virtually.
- Occasional standing, walking, bending, and reaching.
- Ability to travel to customer sites, project locations, and company facilities as needed.
- Ability to walk active construction sites and uneven terrain during inspections and meetings.
- Ability to access mechanical rooms, rooftops, and other project-related areas.
- Ability to observe project conditions, workmanship, and safety compliance.
- Ability to operate a motor vehicle and maintain a valid driver's license.
- Ability to work indoors and outdoors in varying weather conditions.
- Ability to wear required personal protective equipment (PPE) during site visits.
- Ability to occasionally climb stairs, ladders, and access elevated work areas safely.
- Ability to maintain regular attendance and meet travel requirements associated with the position.

Travel Requirements

- Travel within approximately a 50-mile radius throughout the Chicagoland area.

Benefits Summary

- Medical, dental, vision, Employee Assistance Program (EAP), and \$50,000 employer-provided life insurance through the Pipefitters Local 597 Welfare Fund.
- Employer-paid Long-Term Disability coverage, providing 60% of monthly earnings up to \$6,000 per month.
- Flexible Spending Accounts (FSA) for healthcare and dependent care expenses.

- Optional voluntary life insurance coverage.
- 15 days (120 hours) of PTO annually for employees with 0–5 years of service; PTO available after 30 days of employment.
- Up to 40 hours of unused PTO may be carried over into the following year.
- Seven paid holidays per year.
- 401(k) Plan with Traditional and Roth contribution options, Company Safe Harbor 4% Non-Elective Contribution, discretionary Profit-Sharing Contribution, and employer-funded Cash Balance Retirement Plan.

Benefits eligibility and plan provisions are subject to the terms and conditions of the applicable benefit plans. Benefits may be modified by the Company at any time.

Pre-Employment Requirements

- Background check
- Drug screening
- Motor Vehicle Record (MVR) review
- Verification of employment eligibility and any applicable credentials

Equal Employment Opportunity Statement

EHMS - Hayward is an equal opportunity employer and is committed to creating a diverse and inclusive workplace. We consider all applicants for employment without regard to race, color, religion, sex, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by applicable federal, state, or local law.