

Sales Engineer

Company	EHMS - Hayward
Location	Lake Zurich, IL
Department	Sales
Reports To	VP of Operations
Job Type	Full-Time, Regular
Compensation	\$100,000–\$120,000 base annually, based on qualifications and experience. Eligible for quarterly sales commissions 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 Sales Engineer 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 Sales Engineer 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

- Estimate and prepare proposals for service agreements, repairs, equipment replacement, system installations, building automation systems, temperature controls, fire dampers, and balancing.
- Follow up on open proposals and quotes and maintain open communication with customers.
- Conduct site surveys of facilities and mechanical systems, including equipment rooms and roofs.
- Build and maintain relationships with decision makers and key stakeholders.
- Manage projects from initial assessment through completion.
- Develop and maintain target accounts and provide total account management.
- Identify complex problems and review related information to develop and evaluate options and implement solutions.
- Prepare and deliver technical presentations that explain products or services to customers and prospective customers.
- Collaborate with sales teams to understand customer requirements, promote the sale of company products, and provide sales support.
- Maintain sales forecasting reports.
- Keep informed on industry news and trends, products, services, competitors, relevant information about legacy, existing, and emerging technologies, and the latest product-line developments.
- Develop and maintain an active list of viable target accounts and contact information to cultivate sales opportunities.
- Perform other duties as assigned.

Supervisory Responsibilities

- None

Qualifications

- Bachelor's degree in Mechanical Engineering, Construction Management, Business, or related field preferred; equivalent industry experience may be considered.
- 3–5 years of experience in commercial HVAC, mechanical contracting, building automation, facilities services, or technical sales preferred.
- Experience estimating, preparing proposals, and presenting technical solutions to customers.
- Ability to read and interpret plans, specifications, equipment data, and technical documentation.
- Proficiency with Microsoft Office; experience with CRM, estimating, project management, or construction software preferred.
- Valid driver's license and ability to travel to customer sites throughout the assigned territory.
- OSHA 30 Certification preferred, or willingness to obtain.

Knowledge, Skills, and Abilities

- Strong working knowledge of commercial HVAC systems, mechanical equipment, building automation, temperature controls, and service-related solutions.
- Ability to evaluate customer needs, identify mechanical system issues, and recommend practical HVAC solutions.
- Ability to translate site survey findings and customer needs into actionable proposals.
- Strong sales, negotiation, follow-up, and closing skills.
- Ability to manage multiple opportunities and proposals while maintaining attention to detail and deadlines.
- Strong problem-solving, critical-thinking, and decision-making skills.
- Ability to collaborate effectively with service, operations, estimating, project management, and field teams.
- Professional, self-motivated, accountable, and customer-focused approach to work.

Physical Demands and Work Environment

- Prolonged sitting, computer use, keyboarding, and use of standard office equipment.
- Frequent communication with customers, vendors, company personnel, and field teams in person, by phone, and virtually.
- Ability to access customer sites, mechanical spaces, equipment rooms, rooftops, construction areas, and other project-related areas when safe and appropriate.
- Ability to walk, stand, bend, reach, climb stairs, navigate uneven surfaces, and occasionally climb ladders during site visits.
- Ability to work indoors and outdoors in varying weather conditions during customer visits and site assessments.
- Ability to wear required personal protective equipment (PPE), including hard hat, safety glasses, safety vest, and appropriate footwear when required.
- Ability to operate a motor vehicle and travel to customer sites within the assigned territory.
- Ability to occasionally lift or carry materials, tools, samples, or documents up to 25 pounds.

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.