

**COMPANY:** ThermFlo, Inc.  
**POSITION TITLE:** Electrical & Mechanical Project Manager  
**LABOR CATEGORY:** Exempt  
**REPORTS TO:** Vice President of Sales  
**APPROVED BY:** Chief Operating Officer  
**DATE:** 02/14/2024

### **JOB SUMMARY**

The Electrical and Mechanical Project Manager (PM) manages our mechanical and electrical installation projects from contract to completion, delivering on time, in budget, and within scope. They oversee all aspects of a project including setting deadlines (building schedules), monitoring project status, and the allocation of labor and material resources. They are also responsible for maintaining communication with field personnel, vendors, subcontractors, clients, and management.

### **ESSENTIAL RESPONSIBILITIES**

- Builds and executes a comprehensive work plan within the pre-determined budget and schedule, to fulfill our contractual obligations.
  - Obtains vendor quotes and equipment submittals for projects, as required.
  - Writes method of procedures (MOPs), or scopes of work (SOWs) as needed.
  - Processes permit applications, change orders, and ensures delivery of certificates of insurance (COIs), start-up/close-out documents, and other project paperwork.
  - Monitors issues, facilitates solutions, and implements changes necessary to ensure the project timeline and budget are followed. If necessary, makes adjustments, planning for and resolving unexpected delays, production issues or schedule recovery options.
  - Conducts Post-Project Evaluation (PPT) to determine and implement methods for improvement in future projects.
- Manages our mechanical, electrical, and third-party field installation personnel.
  - Ensures field personnel have the support/direction, tools, and time necessary to complete jobs safely and according to company policy and industry best practices.
  - Selects, coordinates, manages, and reviews project subcontractors.
  - Ensures company policies and processes are clearly communicated and implemented with the field personnel.
- Communicates all necessary information to all necessary parties. This includes but is not limited to:
  - Answering customers' technical and financial questions about our design, pricing, and equipment availability.
  - Following up on provided sales leads.
  - Scheduling, leading, and participating in client meetings.
  - Assisting with concept design to meet the client's needs, specifications, and budget. Emphasizing product features based on analyses of customer needs and on technical knowledge of product capabilities and limitations.
  - Preparing and delivering sales proposals to meet customer needs.
  - Contract finalization.
  - Consulting with clients and project teams regarding the development of requirements and specifications and providing job status updates.

### **SECONDARY RESPONSIBILITIES**

- Remains current with industry developments and best practices.
- Regularly attends industry-related social and networking events or as requested by the Company.
- Comprehends and adheres to all safety, quality, and Company guidelines specified in the Employee Handbook, the safety policy manuals, quality procedures or any official Company documents.
- Other duties, as assigned.

### **ESSENTIAL QUALIFICATIONS AND REQUIREMENTS**

- **Education and/or Experience:** Requires a high school diploma or GED equivalent with 5+ years of experience with project management in the electrical and/or mechanical industry; or a combination of equivalent education and experience.

- **Technical Skills:** Ability to comprehend and design various construction documents and specifications. Requires experience with equipment submittals and shop drawings, and an ability to deliver completed projects within engineering and customer specifications and meeting applicable local codes. Must have full understanding of mechanical and electrical concepts and theory and the ability to conceptualize engineering designs.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations to work within budget. Ability to accurately measure site conditions and qualify equipment to site parameters.
- **Reasoning Ability:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- **Communication Skills:** Ability to listen effectively to understand the needs of internal and external customers. Ability to read and interpret documents such as customer specifications, warranties, company standards, and operating and maintenance instructions furnished in written, oral, diagram, or schedule form. Ability to communicate with customers, coworkers, vendors, and subcontractors. Ability to write effectively for electronic communication with customers, coworkers, and subcontractors and appropriately adjust technical content to meet audience expertise level. Ability to respond to common inquiries or concerns from customers, regulatory agencies, or members of the business community.
- **Computer Skills:** Ability to operate project management software, company software, and MS Office (Word, Excel, Outlook). Minimum typing speed of 45 words per minute.
- **Supervisory Responsibilities:** This role has no supervisory responsibilities.
- **Physical Demands:** This position requires the ability to regularly sit, stand, walk; and talk or hear. Occasionally reach above shoulders and climb, balance, stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to climb tall ladders at times and be on roofs of short and high-rise buildings.
- **Work Environment:** While performing the duties of this job, the full-time employee will most often be working in a professional office environment, However, the employee will spend some time working in the field, near moving mechanical parts and in outside weather conditions. The employee may also work in high, precarious places. The noise level in the field environment is occasionally loud.
- **Position Type and Expected Hours of Work:** This is a full-time non-union position, and typical workdays and hours are Monday-Friday from 8:00 AM – 5:00 PM, with one (1) unpaid hour for lunch. Occasional evening and weekend work may be required as job duties demand.
- **Driving Responsibilities:** This position requires frequent travel within the Chicagoland area with a valid driver's license and proof of automobile insurance.
- **Other Qualifications:** Must possess excellent time management skills and the ability manage multiple priorities with competing deadlines. Must be able to maintain access credentials to customer sites that require background screenings.

## **PREFERRED QUALIFICATIONS**

- **Education and/or Experience:** Bachelor of Science (BS) involving mechanical science or a bachelor's degree in a related field. Electrical installation knowledge. PMP or certification in Project Management. Familiarity with data center and mission critical infrastructure. Construction installation sales experience.

*This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without prior notice.*

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*