Intrinsic Landscaping, Inc. of Glenview, IL is a green roof specialty company and is looking for a motivated candidate to serve as Maintenance Supervisor. Please send all inquiries by email to greenroofer@intrinsiclandscaping.com. The position is available immediately.

**Title**
Maintenance Supervisor

**Work Hours**
Full time position: 40-50 hrs./ week

**Previous Experience**
5 years in a related field preferred (foreman, project leader, or technician in a related field)
4-year college degree in Soil Science, Horticulture, Turfgrass Management, or Ecology

**Necessary Skills**
- Crew management and organization for green roof maintenance, landscape maintenance and some construction
- Soil sampling and diagnosis
- Maintenance-related gardening and horticulture skills
- Microsoft Office (Outlook, Word, and Excel)
- Quickbooks
- Comfortable with Phone and Email Correspondence, politeness is very important to Intrinsic!
- Quality oriented and a great attention to detail
- Bilingual is a plus

**Tasks**
- Polite and knowledgeable interaction with clients, vendors, and co-workers
- Organize 2-3 Maintenance Crews
  - Schedule at-grade and green roof maintenance
  - Diagnose and execute maintenance needs of both environments along with Intrinsic management
- Execute and improve corporate safety program
- Weekly Maintenance Meetings
  - Report to Intrinsic management team
  - Evaluate performance of maintenance program/ compliance with manufacturer requirements
  - Evaluate performance of specific green roof projects
- Quickbooks Data Entry
  - Create and follow through with Purchase Orders, Job Estimates, and Invoices
- Organize Electronic and Physical Files
- Maintain Online Calendar
- Payroll Reconciliation

**Compensation**
- 35,000 annually
- Benefits TBD after 6 months
- Seasonal Bonus available for exceptional performance