JOB DESCRIPTION

PROJECT MANAGER – LANDSCAPE

OBJECTIVE:

As a Landscape Project Manager you will be responsible for managing a portfolio of landscape contracts, maximizing customer satisfaction, and ensuring delivery of quality services while achieving set goals through effective management and coordination of personnel, equipment and facility resources, and employee training and development.

RESPONSIBILITIES:

• Direct all aspects of landscape installation operations
• Review landscape design with designer
• Create and manage job operating budgets – responsible for monitoring operation expenses, review financial reports and seek ways to improve the bottom line for job(s)
• Develop and coordinate plans for the efficient use of personnel and resources; train and mentor field supervisors and crew personnel; participate and conduct routine training sessions to maximize production and efficiency
• Coordinate multiple crews and subcontractors on project sites
• Manage employees and oversee scheduling
• Manage client relations and resolve issues in a timely manner
• Manage training materials and procedures
• Assist in employee recruitment and hiring
• Promote high standards for customer service, develop a safety culture and create a positive team environment
• Ensure work is completed in accordance with plans and specifications as well as the client’s expectations

MINIMUM JOB SKILLS:

• Minimum of two (2) years experience as a Project Manager directing landscape crews
• Ability to read plans, layout projects, as well as strong knowledge of local plant materials, horticultural practices, hardscape construction and irrigation systems
• Proficient in use of Microsoft Office
• Strong organizational and verbal/written communication skills
• Ability to get along with others and work in a team environment
• Ability to prioritize and multi-task in a fast-paced environment to meet deadlines
• Commitment to timely follow up and finishing work with a sense of urgency
• Bilingual (English/Spanish) is a plus

If you are interested in becoming part of the Great Oaks management team, please submit your resume to: resume@greatoakslandscape.com.

4/17/2014