Landscape Manager

Reports to: □ Owner

Summary:

The Landscape Manager is responsible for performing a variety of work tasks in order to manage the timely completion of grounds maintenance service contracts. The landscape manager will be required to supervise a crew of laborers and operate a variety of tools and equipment to carry out specified job tasks, as well provide daily progress reporting on job time and cost data.

Core Capabilities:

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Team work
- Excellent problem solving abilities
- Responsibility and dependability
- Ethics and integrity***

Job Duties:

- Plan job in an effective manner to ensure optimum job efficiency and effectiveness
- Notify crew members in schedule changes or rain delays.
- Plan and manage the loading/unloading of trucks and trailers in the AM and PM including all daily labor, equipment and materials required to complete daily objectives
- Cut grass, trim edges, clean up refuse, blow trimmings, fertilize and water turf areas and perform other lawn care duties
- Prune trees, shrubs, and hedges
- General lawn and garden maintenance
- Move and install soil, mulch and plant material to assist with the construction of landscape gardens and related areas
- Spray and dust areas to control insects and/or weeds
- Operate power equipment including, but not limited to, lawn tractors, lawn mowers, line trimmers, blowers, hedge trimmers, pruning saws, sod cutters, chain saws, and snow blowers
- Supervise the work of crew members to ensure proper safety, quality, and productivity
- Inspect all work for quality to eliminate the need for return visits and/or re-work due to quality or customer satisfaction issues
• Train crew members on proper and safe job methods
• Conduct daily inspections and maintenance on vehicles, tools, and equipment
• Assist in other job-related duties including construction projects, shop and yard maintenance, vehicle and equipment maintenance
• Complete and submit all required paperwork on a daily basis, including: daily time and service record forms, equipment daily inspection forms, attendance tracking, requests for time off, etc.
• Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas
• Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with company PPE standards
• Comply with all company policies and regulations
• Work in accordance with all local health and safety laws and regulations
• Communicate with customers in a polite and courteous manner
• Care for growing plants by watering, pruning, weeding, cultivating, and removing dead or damaged leaf tissue
• Inspect, handle, and transport nursery stock
• Spread top soil and lay sod

Requirements:

• High School Diploma, GED or equivalent
• Minimum 3 years’ experience in the landscape/grounds maintenance industry
• Capable of operating required equipment and tools in a safe and responsible manner
• Effective communication skills – must be able to carry out verbal instructions, read labels and signs, complete daily reports to office and/or customers
• Time management skills
• Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
• Ability to work both independently with little supervision, and as part of a team
• Ability to walk, stand, crouch for long periods of time and carry out strenuous physical tasks
• Valid driver’s license and safe driving record
• Carry & use smart phone/ tablet for communication and reporting
• Excellent observation skills and a strong attention to detail
• Physically fit with strong stamina

Work Conditions:

• Ability to work with hand tools, power tools, small engine equipment, and materials
• Ability to lift a minimum of 50 lbs. repeatedly through an entire work shift
• Ability to work in a fast paced environment
• Requires good manual dexterity
• Excellent stamina is required
• Work near heavy equipment and other vehicles on a regular basis
• Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold
Compensation/ Benefits:

Compensation will be determined by the operations manager. Contributing factors for pay rate include:

- amount of experience and knowledge
- existing credentials and certifications
- productivity as related to direct sales
- IRA & retirement package is available after 6 months of uninterrupted employment.
- Sick day & Holiday pay are available after 12 months of uninterrupted employment.

If this position offered sounds like something you would be interested in discussing further, we would like to talk with you.

Please include a copy of your resume and send it to:

g.rabbers@rabberspropertymanagement.com

Sincerely,

Garrett Rabbers
Operations Manager
Rabbers Property Mgmt LLC
269.470.7081 ex. 1