



## **Project Manager**

### **Role Mission:**

To oversee and optimize the operations of our landscaping projects, ensuring they are completed on time, within budget, and to the highest standards, fostering a culture of excellence and continuous improvement.

### **Key Responsibilities:**

- Oversee and coordinate the activities of Foremen and their respective crews.
- Develop and implement operational procedures to ensure project success.
- Manage project schedules, budgets, and resource allocation.
- Address and resolve any operational issues or conflicts that arise.
- Review plant material availability and coordinate deliveries one day prior to actual need.
- Manage general maintenance and appearance of landscape trucks and equipment.
- Oversee safety and determine employees qualified to drive and operate equipment.
- Prepare and review workers' compensation forms as incidents occur and turn forms in within 24 hours.
- Report directly to the General Manager with updates and performance metrics.

### **Qualifications:**

- Previous experience in operations management, preferably in landscaping or construction.
- Strong organizational and leadership skills.
- Excellent problem-solving and decision-making abilities.
- Ability to work under pressure and manage multiple tasks simultaneously.
- Valid driver's license and reliable transportation.

### **Demonstrate the following values:**

- **Serve Others:** Prioritize the needs of co-workers and customers, demonstrating a willingness to help with any task.
- **Empower Their Team:** Support colleagues by providing the necessary tools, training, and encouragement.
- **Show Compassion and Empathy:** Make time to listen to co-workers and clients, showing genuine interest and empathy towards their challenges.
- **Act with Integrity and Honesty:** Communicate transparently and uphold high ethical standards in all dealings.
- **Practice Humility and Teachability:** Admit mistakes and view them as opportunities for growth, continually seeking to improve.
- **Mentor and Develop Others:** Invest in the growth and development of team members, leading by example.
- **Engage in Acts of Service and Kindness:** Participate in community service and support co-workers through acts of kindness and recognition.

### **Benefits:**

- Competitive salary.
- Career growth opportunities.
- Comprehensive benefits package.

### **How to Apply:**

Please submit your resume and a cover letter outlining your experience and interest in the role via the form [here](#).