

Summary: The Project Manager will ensure efficiency and profitability in all phases of landscape installation, this includes estimating, specifying and procuring materials, contract administration, scheduling, subcontractor management and coordination of projects.

Job Duties:

- Organize, oversee and plan jobs from bid process to project completion
- Estimate and price installation projects for \$1.7-2M in annual sales
- Subcontractor and vendor bidding and procurement
- Manage the materials procurement process
- Project scheduling for 3-4 crews; create, update and maintain
- Provide day to day management of sub-contractors
- Work with Field Supervisor to process change orders
- Liaison between field and General Manager
- Monitor costs and project projections; job cost reporting
- Conduct regular progress meetings with General Manager
- Conduct Pre-construction and coordination meetings
- Update and maintain estimating systems and processes
- Oversee snow removal operations during the winter months

Measurables:

- P&L of landscape division
- Client satisfaction
- Installation backlog

Desired Experience and Education:

- Bachelor's degree in construction management or landscape design.
- Experience in the Green Industry is preferred.
- Expert knowledge of plant and hardscape materials.
- Ability to read landscape drawings, produce take-offs and follow production rate calculations.
- Ability to estimate costs – including materials, labor and subcontractors.
- Expert level computer skills - Office suite, CRM program and QuickBooks.
- Ability to maintain a professional, positive and cooperative demeanor at all times.
- Extremely detailed and organized; excellent written and verbal communication skills, math skills.
- Ability to identify, prioritize, and complete tasks independently and in a timely manner
- Works well under pressure while meeting deadlines and multi-tasking priorities.





Project Manager – Landscape Installation
Estimate, plan and ensure install profitability

Compensation & Benefits:

- Total compensation of \$55,000 - \$65,000, DOE
- 2+ weeks PTO (no time off from March 15 – June 15)
- Paid holidays (total of 10)
- Health and dental insurance available after 60 days; 50% company paid
- Simple IRA plan available after one year; up to 3% company match
- Paid parental and bereavement leave
- Health and wellness membership reimbursement
- Race day reimbursement
- Henry Doorly Zoo memberships 50% company paid
- Work from home one day per week
- Friday's off during the months of January and February
- Yard & service discounts for you and your immediate family
- Numerous company events with opportunities to involve your family
- Relaxed and positive company culture (we work hard, but like to have fun!)

Reports to: General Manager

Works closely with: Landscape Install Field Supervisor, Landscape Designer, Senior Landscape Sales Representative, Production Assistant, subcontractors, CEO, vendors, internal supply teas

Direct reports: none (future)

Dress Code: business casual



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