



ANDERSON LANDSCAPING

# Job Description:

## Groundskeeping Manager

Anderson Landscaping, a premier design-build landscape construction company, is seeking a Groundskeeping Manager who is experienced in maintaining beautiful, premium landscapes and will provide excellent service to our clients.

### **Leadership Skills:**

- Must be attentive to details in landscape and have strong aesthetic sensibilities.
- Supervisory and administrative skills are required.
- Able to train and give clear direction to the crews in the areas of horticulture, irrigation, proper pruning techniques, deadheading, proper utilization of PPE and safety procedures.
- Ability to coordinate multiple tasks and prioritize work; able to identify and resolve issues efficiently.
- Good oral and written communication skills are required.
- Must be able to budget and understand estimating and cost of services.
- Communicate proactively with clients to develop and nurture professional relationships.
- Must be a trustworthy, hard-working, and a motivated team player, who leads by example.

### **Job Duties & Responsibilities include:**

#### Quality:

Ensures that **all** work done by the groundskeeping team is attractive, complete, and continuously meets the highest standards set by Anderson Landscaping. Including:

- Regular Service – Mowing, Edging, Blowing, Deadheading
- Enhancements/Special Projects
- Irrigation – Manage irrigation systems monitoring adjustments throughout the season and repairs when needed. Visually inspect irrigation on a regular basis to ensure all client's landscape is sufficiently watered. Coordinate client winterization & spring startup.
- Fertilization/Weed Control – Chemical Application
- Plant replacement – warranty
- Pruning
- Site specific issues/Special client requests
- Winter snow removal

Regularly inspect the work completed by the work crews.

#### Communication:

- Clearly communicate the client's requests and expectations to the foreman.
- Communicate with clients to ensure their needs are being met.



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### Project Management

- Coordinates work assignments and special projects.
- Document work hours and activities for both yourself and those of the groundskeeping team.
  
- Assures the work of the groundskeeping department is within the budgetary constraints by monitoring the use of labor, supplies and equipment. Review & approve client invoices.
- Maintain accurate client records of each job site. Including:
  - Details and maps of irrigation - timer, valves, shutoff, hose bibs, etc.
  - Records of fertilization and/or weed control products

### Team management:

- Perform personnel-related activities, such as hiring, evaluating staff performance, and giving corrective action when needed.
- Position requires flexibility in scheduling; working extended hours when necessary, including evening or weekend hours as needed.
- Recommend changes in work conditions or equipment use to increase crew efficiency.

### Business Development:

- Respond timely to inquiries from current or prospective clients regarding work they want to have completed.
- Prepare estimates based on labor, material, and equipment costs, monitor that the work performed is within those estimates, and meets the quality standards of Anderson Landscaping.

### Minimum Qualifications:

- At least 5 years of successful experience in managing landscaping work crews that perform multiple tasks.
- Experience in the proper use, storage and disposal of pesticides, fertilizers, insecticides, herbicides, and similar chemicals.
- Experience with methods and equipment used in planting and trimming a variety of types of trees, shrubs, plants, and ground cover.
- Current Pesticide License.
- Horticultural certifications (if any) - a plus.
- Valid Washington State driver's license with a clean driving record.

### Compensation:

- Full-time position
- Competitive salary, including bonus
- Competitive medical, dental and life insurance package
- Paid vacation after 1 year employment
- Sick accrual