

LANDSCAPE MAINTENANCE MANAGER

Job Description: The Landscape Maintenance Manager is accountable for leading the teams providing ongoing care and maintenance for a broad range of commercial and residential clients. This includes the comprehensive management of multiple crews, tasks, tools, time and paperwork. The Manager ensures a high quality of landscape maintenance service, developing and maintaining strong relationships with both new and existing clients. This position reports to the owner.

Job Responsibilities: The maintenance manager is responsible for all aspects of the Maintenance department, including:

- As part of the company leadership team, set goals, develop strategies, and implement systems that drive profitable company growth.
- Organizing and scheduling the grounds maintenance crews, directing the management of garden beds annuals, perennials, outdoor potted plants, ornamental trees/shrubs.
- Training the team on proper techniques for planting, pruning for shape or for rejuvenation, deadheading of annuals or perennials, transplanting, and equipment use, promoting best horticultural practices.
- Managing all aspects of client relations with existing clients, responding, and resolving complaints, while driving new business through suggesting necessary or enhancement work of existing accounts.
- All aspects of Maintenance division business development including following up and estimating job leads for landscape maintenance services, as well as selling of new maintenance contracts to new installation clients.
- Accurately tracking and documenting job expenses, material costs, and labor hours of work for both client records and billing and analyzing account performance to improve profitability.
- Completing other tasks and special projects, as assigned.

Requirements: The ideal candidate will be self-motivated, organized, and eager to take on responsibility and grow with Professional Landscape Services, Inc. In addition, he or she will possess:

- Excellent written & verbal communication, organizational skills, and attention to detail. Bilingual preferred.
- 3+ years' experience in landscape care and maintenance, with some supervisory experience.
- Strong self-motivation with the desire to lead a growing segment within the company.
- An interest in business development of the maintenance department.
- Excellent customer service skills, prioritizing the needs of the customer, acting with urgency to address issues.
- Working knowledge of plants, landscapes, and basic horticulture best practices.
- Proficiency with Microsoft Office suite.
- Open availability including long days, evenings, and weekends during peak seasons.
- Possess a Valid Driver's license with a clean driving record.
- Possess a valid Pennsylvania Commercial Pesticide Applicator Certification (Categories 6,7,23)

Compensation Package:

- Hourly Wage commensurate with experience.
- The option to participate in the company health insurance plan.
- Paid company holidays and additional paid time off.
- 401k retirement plan with employer match.