



## JOB DESCRIPTION

### **Position:**

Project Manager – Residential and Restoration

### **Purpose:**

The Residential Project Manager will develop and oversee residential and restoration projects. This position will work with our lead designer and our assistant designers. This position will also be instrumental in developing our assistant designers toward becoming future project managers. This position will travel between multiple sites and oversee the team under their supervision.

### **Job Duties:**

As Project Manager, job functions may vary daily and may extend beyond the list below:

- Actively engaged in reaching new potential clients and networking as able
- Meeting with potential clients, developing bids and overseeing the management of the project, from design to installation to maintenance
- Assist other Project Managers with their projects, collaboration as needed
- Managing schedules and supervising crews of 2-10 employees
- Managing the installation of high-quality landscape and irrigation systems
- Managing the installation of large scale boulder and cut rock landscapes
- Communicating project needs to the Vice President (VP) and other team members as needed
- Communicating crew time and progress to the VP regularly
- Operating trucks, equipment and maintaining as required for safety and efficiency
- Assist with project planning and record keeping
- Other duties as required

### **Education and Experience Requirements:**

- 5 years prior experience in landscaping or construction
- 2 years prior experience in a supervisory role

### **Qualifications and Required Skills:**

- Valid Texas Drivers License and “clean” driving record
- Must be able to lift up to fifty (50) pounds for brief or extended periods
- Must be able to work outdoors around the year
- Strong attention to detail and organization
- Highly Motivated with strong work ethic
- Strong Communication Skills
- Bilingual English/Spanish preferred

### **Preferred Skills:**

- Operating or supervising the skilled safe operation of back hoe, skid loader drill seeder and other construction equipment

- Interest in native plants, irrigation installation and arborist work
- Interest in the aesthetics of landscape design

**Working Conditions (will vary):**

- 10-25% of time in this position will be spent in an administrative setting (responding to leads, creating bids, documentation, general admin)
- 50-75% of time will be meeting with clients on site, or traveling to current work sites to oversee job performance
- 5-10% of time will be in transit, either private vehicle, or a company fleet vehicle

**Hours:**

- This will be a Monday-Friday position, from 7:30am-3:30pm. Hours may vary due to seasonal and business needs.

**Wage/Salary:**

- The starting wage for this position is \$17.50 per hour

**Benefits:**

- This position is eligible for full-time benefits including paid time off, holiday pay, healthcare, retirement accounts and other benefits as outlined by the employee handbook.

**Reporting Duties:**

- This position will report to Vice President. Primary Supervisor will be the Vice President