Manager

General Purpose

Plan, direct and maintain systems and procedures to complete contracted maintenance services according to set schedule. Manage staff for optimum performance and safety. Manage schedule to ensure contracted obligations are met for each property assigned. Management is primary function. Crew Leader is exempt from overtime and is functioning in an at-will position. Essential job tasks and responsibilities include, but are not limited to the following:

Essential Job Tasks and Responsibilities

- Coordinate day to day job site operations to complete scheduled maintenance as per contractual obligations
- Assign duties to crew members to maximize operating efficiency
- Determine crew staffing requirements needed to complete assigned schedule
- Discipline crew following company guidelines
- Train crew to perform landscape maintenance services and use required equipment
- Direct Safety Initiatives related to equipment use and maintenance services
- Maintain and inventory equipment and materials used on job-site
- Secure equipment assigned to crew on job-site and shop locations
- Transport crew to and from job sites
- Monitor and Assist crew with maintenance services
- Record and turn in manual timesheets on crew members daily - Recording time-in, time-out, and breaks
- Communicate with management and owners

Please send Resume to the following email:

jerred@pslandscapes.com
grow@pslandscapes.com