

# Landscape Project Manager Job Description

## Job Description

The primary responsibility of this position is to manage and supervise multiple Residential Landscaping Projects from pre-construction through close-out. The Project Manager will manage staff, subcontractors, schedules and budgets, to ultimately deliver a well-built project on time, within budget and with the highest standard of quality. This role requires excellent organization and time management skills. It also requires a fundamental understanding of the landscape construction industry. Our ideal candidate is knowledgeable in basic ecological principles of residential landscape construction.

## Primary Responsibilities of the Landscape Project Manager include:

### Onsite Management

- Oversee the construction project from start to finish.
- Perform a key role in project planning, budgeting, and identification of resources needed.
- Prepare and execute owner change orders.
- Develop installation teams, create the objectives/goals of each and assign individual responsibilities.
- Oversee Crew Leader and provide on-the-job-training to ensure proper completion of all assigned tasks.
- Manage the scheduling and overall construction of installation of projects, including the coordination of all staff, subcontractors, materials and equipment.
- Ensure that construction activities move according to predetermined schedule.
- Advise and supervise the adherence to local codes and building standards.
- Devise the project work plans / schedules and make revisions as and when need arises.
- Communicate effectively with the sub-contractors.
- Maintain strict adherence to the budgetary guidelines, quality and safety standards.

### Stakeholders

- Provide input in the writing of bids and contracts with Designers and Crew Leaders.
- Identify the elements of project design and construction likely to give rise to disputes and claims.
- Serve as a key link with clients and review deliverables prepared by the team before passing onto client.
- Develop team atmosphere between owners, designers, consultants and contractors.
- Monitor the progress of the construction activities on a regular basis and hold regular status meetings. Report weekly both positive and potential issues to senior management.

### Internal Management

- Create project timelines.

- Manage all document control of client contracts, change orders, correspondence, and permits.
- Understand and have some knowledge of contract documents, including reading and writing subcontracts and change orders.
- Prepare and execute contracts with Contract Administration.
- Negotiate, analyze, and prepare and execute sub-contractor change orders with support staff.
- Project accounting functions including managing the budget, tracking team expenses and minimizing exposure and risk in the project.
- Participate in the development and creation of the baseline schedule at Manager Meetings, and provide weekly updates to the schedule.
- Be responsible for delegating any tasks to Assistant Project Manager and work with team to ensure all projects are being completed on time.
- Work with Bookkeeper to ensure all invoicing information and schedule is clearly communicated and on time.
- Any additional duties may be performed as necessary.

### **Skills and Experience**

- 2-3 years Project Management
- Experience in working with and helping grow a company
- 5+ Ecological landscape fieldwork experience
- Ability to communicate effectively with clients,
- Experience with working in a multicultural and diverse environment
- Ability to get along well with others
- Ability to manage time and keep teams on task

### **Other Requirements**

- Current CA Driver's License
- Smart phone