



**Date:** October 26, 2016

**Job Title:** Production Manager  
**Department:** Operations  
**Reports To:** Branch Manager

### **Position Summary**

Provides high quality landscape services for maintenance and enhancement contracts through successful management and development of crew talent. This position oversees new procedures implementation, labor and material costs and is the master trainer of horticulture and landscape installation.

### **Position Duties**

- Ensures client expectations are executed through quality assurance of job sites.
- Identifies opportunities for more efficient processes in order to achieve gross margin targets.
- Develops and maintains crew member relationships to ensure a positive and productive work environment as measured by crew member retention.
- Mentors supervisors to train and develop crew member talent and bench strength.
- Leads the successful on-boarding of new crew members and overall crew member retention and engagement.
- Schedules and coordinates crews and job site maintenance objectives.
- Performs informal and/or formal landscape quality audits to ensure client and company standards are met.
- Recommends enhancement and maintenance opportunities.
- Involved in branch growth through sales and marketing initiatives, especially with contract renewals.
- Ensures profitability goals are in alignment encompassing costs for subcontracted services, materials, equipment, projects, labor, crew member uniforms, personal protective equipment, etc.
- Leads a culture of safety and quality through daily training focus and monthly standards training.
- Exercises the usual authority of a manager in relation to hiring, coaching and counseling, performance management, assigning and re-directing work load of crew members, and terminating employment.
- Meets profitability goals through proper planning of monthly operations including ordering of materials, supplies, inventory maintenance, and crew member labor.
- Supports and promotes company standards including company culture, company goals and objectives, and state and federal laws or regulations.
- Performs other duties as assigned.

## **Position Requirements**

**Job Title:** Production Manager

**Education:** Degree in horticulture, landscaping or similar field highly preferred but not required

**Experience:** 3 years in landscaping management or 5 years minimum, as a landscaping supervisor specifically with commercial job sites required

**Knowledge:** Horticulture/native plant material knowledge  
Crew management  
Budgeting, labor management, forecasting and basic financial reporting  
Landscaping client services and satisfaction  
Microsoft Office and PDF software programs (e.g. Adobe, Word, Excel and PowerPoint)

**Skills:** Bilingual in Spanish and English highly preferred  
Ability to make the best judgement in critical and time sensitive situations  
Training of hourly staff in the subjects of horticulture/landscaping processes, techniques and job-related safety  
Organization and planning skills  
Job cost estimating of enhancement and maintenance services  
Project management including labor management and contract proposals

**Other:** Travel within the US to complete job assignments (10%)  
Walk, stand, sit, up to 10 hours per day.  
Lift, move up to 50lb.  
Possess a valid Driver's license.