



# CARIBBEAN LANDSCAPE LTD.

## Job Description

**Title:** Landscape Construction Department Manager

**Direct Report:** General Manager

## General Responsibilities

The Landscape Construction Department Manager oversees the daily operations and management of the landscape construction division. This role involves leading a team of supervisors and field staff, managing multiple landscape construction projects, and ensuring that all projects are completed on time, within budget, and to the highest quality standards. The ideal candidate is a seasoned professional with strong leadership abilities, deep knowledge of landscape construction practices, and excellent project management skills.

## Main Responsibilities

### Leadership and Team Management:

- Lead, mentor, and manage accountability for a team of supervisors, foremen, and field staff to ensure efficient project execution.
  - Host one-on-one coaching sessions with direct reports
  - Host weekly Landscape Construction Department Meetings
- Foster a positive work environment, promote teamwork, and collaborate with HR & Training Career Coach to encourage professional growth within the company
- Conduct regular performance reviews, provide feedback, and address any personnel issues
- Company Leadership
  - Participate in regular company leadership meetings to strategize and provide input on high level issues

### Project Management:

- Oversee the bidding, planning, scheduling, and execution of all landscape construction projects.
- Ensure that projects are completed on time, within budget, and meet or exceed quality standards.
- Coordinate with other departments, including design, procurement, and maintenance, to ensure seamless project delivery

### Budget and Financial Management:

- Prepare and manage the department's budget, including forecasting, cost control, and financial reporting.
- Monitor project costs and implement strategies to maximize profitability while maintaining quality.
- Approve purchases, manage vendor relationships, and negotiate contracts to ensure cost-effective procurement of materials and services
- Conduct Key Performance Indicator (KPI) and metric meetings for the department, analyzing performance data
  - Track costing on installation KPIs
    - Estimated vs. Actual Hours
    - Materials
    - Subcontractor Costs
- Financial Reviews
  - Participate in Monthly Financial reviews to review Company & Department financials

**Client Relations:**

- Serve as the primary point of contact for clients regarding landscape construction projects.
- Maintain strong relationships with clients, ensuring their needs and expectations are met throughout the project lifecycle.
- Address any client concerns or issues promptly and professionally.

**Quality Assurance and Safety:**

- Establish and enforce quality standards for all construction projects.
- Conduct regular site inspections to ensure work is being performed according to specifications, industry standards, and safety regulations.
- Promote a culture of safety within the department, ensuring that all team members adhere to safety protocols and procedures.

**Operational Efficiency:**

- Develop and implement processes and procedures to improve efficiency, productivity, and profitability within the department.
- Ensure that all projects are properly documented, including contracts, change orders, permits, and other relevant paperwork.
- Continuously assess and improve project management practices, tools, and techniques.

**Strategic Planning:**

- Contribute to the development and implementation of the company's strategic goals and objectives.
- Identify and pursue new business opportunities, including expanding the department's service offerings.
- Stay informed about industry trends, best practices, and emerging technologies to maintain a competitive edge.

**Qualifications:**

- Bachelor's degree in Construction Management, Landscape Architecture, Civil Engineering, or a related field preferred.
- Minimum of 5-7 years of experience in landscape construction, with at least 3 years in a management or leadership role.
- Proven track record of successfully managing large-scale landscape construction projects.
- Strong leadership and team management abilities.
- Excellent project management skills, including budgeting, scheduling, and resource allocation.
- In-depth knowledge of landscape construction techniques, materials, and equipment.
- Strong understanding of industry regulations, safety standards, and best practices.
- Exceptional communication and interpersonal skills.
- Proficiency in Microsoft Office Suite (Word, Excel, Project) and project management software
- Proficiency in BlueBeam
- Proficiency in Apsire a plus
- Valid driver's license and the ability to travel to project sites as needed.
- Landscape Industry Certified (LIC) or similar certification is a plus.

### **Key Performance Indicators (KPIs)**

- Total Production Hours
- Profitability
- Employee Satisfaction
- Client Satisfaction

### **How to apply**

1. Complete the online application by visiting this link: <https://www.iotform.com/form/241846715845062>
2. Submit your resume and cover letter.