



CARIBBEAN LANDSCAPE LTD.

Job Description

Title: Landscape Project Manager

Direct Report: General Manager

General Responsibilities

The Landscape Project Manager is responsible for overall project management to ensure that landscape construction projects are completed on time, within budget, and to a high standard of quality.

Main Responsibilities

Crew Management

- Scheduling
 - Coordinate forecast scheduling with Project Controls Manager & Landscape Field Operations Manager
 - Issue detailed scheduling to crew
 - Assigns resources to team to accomplish scheduled tasks, including equipment & tools
 - Manage landscape installation team throughout day ensuring works are completed per schedule

Project Responsibilities

- Material Procurement
 - Manage all material procurement necessary for completion of landscape projects
 - Coordinate budget approvals with Project Controls Manager
 - Coordinate shipping logistics with Procurement Manager
 - Manage & track all material shipping to ensure all materials are in place for timely installation per job schedule
- Site Coordination
 - Manage all CLL works with site management & contractors
 - Coordinate material/equipment deliveries to jobsite
 - Represent CLL in client and project meetings as requested
 - Manage all CLL subcontractors on site
- Quality Control
 - Review all works completed by team to ensure quality standards are upheld
 - Create punch lists and document installation inefficiencies by CLL team and manage all necessary repairs
- Project Material Management
 - Manage jobsite materials and maintain proper inventory
 - Forecast and coordinate procurement needs for future tasks with Site Foreman & Project controls manager

Project Documentation

- Change Order
 - Manage all Change Order requests
 - Complete preparation of Change Order Proposals
 - Manage submittal and communication with client regarding approvals
 - Coordinate Change Order works with team once approved
- Time Tracking
 - Review & Approve all daily time inputs for field crew if necessary
 - Notify LFOM of necessary revisions
- Daily Logs
 - Review all daily logs in current project management software
 - Edit/Add information as necessary if omitted by foreman
- T&M Billing Reports

- Managing and review of all daily T&M billings & coordinating with Projects Administrator to consolidate billing

Equipment

- Complete weekly inspections of machinery assigned to current job
- Manage operators/crew to ensure all reporting is completed timely & accurately

Safety

- Ensure all crews are always working in a safe manner
- Identify any safety concerns and notify teams

Training

- Assist with training of crew on-site to aid in skill development of the crew to enhance efficiencies and quality

Communication

- Communicate with clients and all site management in a professional and courteous manner
 - Relay all relevant information to management via email

Qualifications

- Minimum Three years' experience in a similar position
- Proficient in Microsoft Office Products
- Ability to work independently.
- Flexible and adaptable in various situations and when interacting with many different personalities.
- Ability to organize and prioritize tasks including delegation of tasks when appropriate.
- Ability to interface effectively with all levels of staff, managers, and external partners.

How to apply

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