



Garden/Landscape Division Manager Job Description

Overview

The **chippers** Landscape/Garden Division Manager is a highly skilled professional responsible for landscape/garden division sales, design & installation, greenhouse management, plant material procurement, cultivation & care of plants, production, quality, safety, and client relations of the Landscape/Garden Division. The Landscape/Garden Division Manager is responsible for supervising overall field operations of job sites and employees while providing support to crew leaders and team members on a daily basis.

The Landscape/Garden Division Manager ensures excellent client service through the delivery of exceptional gardening and landscape services. The Landscape/Garden Division Manager must identify opportunities for improvements in all aspects of design, installation, greenhouse management, client relations, production, quality, service, safety and communicate said opportunities for improvement to the VP of Sales and VP of Operations.

Responsibilities

- Provide timely, accurate, competitive pricing on all client proposal requests, while striving to maintain maximum profit margin
- Maintain contact with all landscape and garden division clients to ensure WOW client satisfaction
- Aid in the development and implementation of marketing plans as needed
- Create and close work orders in a timely manner
- Facilitate and contribute to performance evaluations to build more effective communications, to understand training and development needs, and to provide insight for the improvement of employee work quality and performance
- Set example in areas of personal character, commitment, organization and communication, and work habits
- Job scheduling, job briefings with crew and job completion follow-up
- Daily production and supervision of assigned employees
- Employee on-the-job training and documentation
- Ensure that each crew member is working efficiently, adhering to all safety guidelines, and utilizing all appropriate PPE
- Report all concerns, accidents and/or injuries to the VP of Operations and Human Resources Manager

- Responsible for all assigned equipment and enforces the equipment maintenance program
- Purchase, cultivation, maintenance and care of landscape and garden, greenhouse plants, materials and tools
- Provide information to customers on the care of shrubs, flowers, and plants
- Responsible for greenhouse cleanliness, organization and maintenance
- Maintain positive employee relations while finding the best in every teammate and encourage all employees to reach their fullest potential
- Assist HR Manager with interviewing and selection process of candidates

Primary Objectives

- Achieve gross sales goals for Landscape/Garden Division
- Ensure that clients receive WOW customer service and enhanced value
- Team Chippers – Champion our core values, vision and mission statement
- Support and maintain all company safety policies (lead by example)
- Effectively coach, motivate, and train employees

Requirements

- Exhibit a professional image and positive attitude regarding the company core values, vision and mission: “Live A **chippers** Life”
- Protect **chippers** employees, equipment and financial well-being through a safety first and “I WILL” safety attitude
- Excellent organizational skills and business savvy
- Outstanding leadership, judgment and problem-solving skills
- Ability to focus and make decisions for the team in a timely manner
- Must be able to lead by example, supervise, and give directions effectively to all team members
- Excellent verbal, written, and computer skills

Education and Experience

- Minimum 2 year degree within Horticulture, Plant Physiology, Plant Anatomy, Botany, or equivalent gardening and landscape experience
- Advanced knowledge, terms and familiarity of plant health care and watering practices
- 5 years’ experience with greenhouse and plant management
- 5-10 years’ experience in gardening and landscape industry