

# Maintenance Manager Job Description

We are looking for a hard-working person to lead our garden maintenance division; this person is someone who specializes in attention to detail, is confident in leading a team of seasonal maintenance employees and will take care of our client's properties, both long term landscape clients, local business, and newer clients of ours. At Gardenwerks, we take pride in supporting our valued customers and the work that we do. This person must be great with customer service, strong leadership, self-motivated, and inspired to develop the layout and plan for the maintenance division annually. We expect this position to drive a company vehicle to job sites, work with other divisions connected to maintenance, must be willing to work in all weather conditions, able to lift a minimum of 50lbs, have a positive attitude, be well organized, and fit in well as part of a team.

Pay / Benefits – Dependent on Experience

Primary duties and responsibilities but not limited to:

## Management:

- Supervision of seasonal crew; up to 6 seasonals (part & full time employees)
  - Train staff
  - Evaluate staff
  - Support with personnel issues
- Hiring Seasonals annually
- Build Contracts/estimates in spring

## Administrative:

- Scheduling – Client Properties / Direct communication with clients
- Scheduling seasonal staff
- Build workorders and remove items used on jobs from inventory
- Provide monthly billing statements to office manager
- Keep record of mileage, plantings, removals, etc.

## Customer Communication:

- Work hand in hand to meet the needs of clients
- Respond to customer requests timely
- Filter new inquiries

## Site Work:

- **Maintaining:** plant health, pruning, deadheading, fertilization, pest management, and irrigation
- **Planting:** Shrubs, flowers, etc in existing landscapes
- **Physical Work:** Hand digging, spreading mulch/compost, heavy lifting
- **Equipment:** Operation of light maintenance equipment (leaf blower, weed wacker)  
(no use of lawn mower)

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## Expectations:

- Concise communication with clients; both verbally and in writing
- "On-site" contact for clients
- Able to lift minimum of 50lbs
- Able to work in all weather conditions
- Able to use best judgement on working in severe weather conditions to protect safety of self and staff

## Requirements:

- Minimum 2 years of experience
- Good knowledge of Horticulture
- Good knowledge of maintenance work
- Education in Horticulture (not required by preferred)
- Valid Driver's License (ability to drive variety of vehicles; ex: manual)

## **Benefits:**

- Health Savings Account (HSA)
- Worker's Comp
- Unemployment Insurance – Permanent Seasonal Position
- Company Parties
- Employee Discounts
- 401 (K)
- Annual Bonus
- Flexible Hours

To submit your application; send resume & cover letter to: [mackenzie@gardenwerks.com](mailto:mackenzie@gardenwerks.com)