

## Project Manager

Submit Resume To:

[Jesse@BlueSparrowLandscape.com](mailto:Jesse@BlueSparrowLandscape.com)

Or Call Our Office: 816-848-5044

## Full Job Description

Blue Sparrow Lawn & Landscape is recognized as a residential landscape design/build company for upscale properties as well as a top tier commercial grounds maintenance and snow removal company for businesses of all shapes and sizes in the Kansas City Metro area. We are committed to the professional development of our team members, and pride ourselves in employing the best people in the industry. Join our team of professionals that are known for exceptional design and outstanding craftsmanship.

**JOB SUMMARY:** This position will oversee multiple projects at once and provide ownership with budget expectations and deadline requirements throughout the project's lifecycle. The Project Manager will work directly with ownership and sales teams to ensure projects are organized, exceeds industry standards and within budget. This position will lead by example every day with a strong mindset of ownership over their work and their team's work. Very strong organizational and leadership skills will guide this position to new heights in the green industry. They will know how to motivate crew members and implement different incentives to promote productivity. A strong project manager will be experienced enough to teach and direct crews with proper installation techniques of paver walkways, segmented retaining walls and landscape design build installation practices.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following, but are not limited to the following as other duties and responsibilities may be assigned:

- Communicate and work with our sales team to organize and implement each jobs needs while regularly communicating those needs with the client, foreman and designer
- Managing all landscape enhancement services, including the coordination of all materials, people, equipment, and subcontractors required to produce quality work
- Inspecting properties prior to scheduled service in order to properly prepare a specific action plan for service
- Review upcoming deadlines and work with crews to emphasize the importance of meeting their deadlines
- As necessary, performing hands-on work with crews to meet scheduling demands as well as training proper installation techniques
- Implementing and enforcing Blue Sparrow Landscaping policies and procedures related to proper upkeep and maintenance, storage, use, and training required for company equipment
- Working with the Sales Team and Ownership to identify staffing needs, hire new crew, and prepare daily crew schedules
- Communicate with, counsel, train, discipline, review, and develop growth plan for employees
- Ordering materials, maintaining inventory, and budgeting all costs and deliveries

- Forecasting all up-coming projects, i.e., preparing and scheduling crews, equipment, subcontractors, order all materials, pre-installation site visit, and needed paperwork and plans.
- Negotiate with vendors, suppliers, and subcontractors to ensure the best outcome for Blue Sparrow and the client
- Build a strong team by cultivating relationships between each crew and illustrating how individual team members affect the success of the entire project
- Use and continually develop leadership skills
- Collaborate with the designer to ensure project feasibility
- Work with the designer to ensure project's designs meet the work required for each project
- Deliver and execute each installation on time and within budget
- Organize and direct staff to proper shop tidiness and up keep
- Assist with weekly safety meetings and monitor safety record of crews and minimize accidents to personnel and equipment.

Wear appropriate personal protective equipment and working attire that conforms to company policy. Enforce same to Foremen, Crew Leaders, Crew Members and General Laborers.

Conforms with and abide by all company regulations, policies, work procedures, instructions, and safety rules. Use all appropriate safety equipment. Enforce same to Foreman, Crew Leaders, Crew Members and General Laborers.

### **SUPERVISORY RESPONSIBILITIES**

The Project Managers will supervise the Foremen, Crew Leaders, Crew Members and/or General Laborers. Perform supervisory responsibilities in accordance with company policies and applicable laws. Assist in training; planning, assigning, and directing work; appraising performance; coaching and development; addressing complaints and resolving problems.

### **QUALIFICATIONS**

This position is for a landscape professional with prior experience in a leadership or management role. To perform this position successfully, an individual must be able to perform each essential duty satisfactorily and assume all essential and supervisory responsibilities. Also, the requirements listed below are representative of the knowledge, skill and/or ability required to qualify for this position.

- Leadership skills
- Highly proficient in organization skills
- Computer and spreadsheet knowledge
- Interpersonal skills
- Decisiveness
- Problem-solving skills
- The ability to delegate effectively
- Time management skills

## **Machinery and Equipment Skills**

Proficiency in safe operation and use of landscape equipment including, but not limited to, skid steer, compact track loader, excavator, saws, compaction equipment, landscape maintenance equipment and a variety of power tools.

## **Driving Skills**

Must possess a valid driver's license and be proficient in safe operation and use of a vehicle while towing trailered equipment.

**Job Type:** Full-time

**Wage:** Competitive Depending on Experience (Bonuses + Hourly + Overtime)

## **Required experience:**

- Landscaping: 5+ years
- Leadership/Management Role: 3+ years

**Equal Opportunity Employer:** Blue Sparrow Lawn & Landscape, LLC does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, pregnancy status, sexual orientation, gender identity, veteran status, genetic information, citizenship status, or other status protected by law.

**DISCLAIMER** The information contained in this job description is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to do the job.

## **Benefits:**

- Matching IRA
- Supplemental Insurance
- 96hrs PTO
- Professional development assistance
- Company Phone

## **Schedule:**

- Monday to Friday
- Winter hours vary
- Black out dates during winter months

## **Experience:**

- Landscaping: 5 years (Required)
- Management: 3 years (Required)