



Job Description: Landscape Maintenance Production Manager

## **JOB DESCRIPTION: Landscape Maintenance Production Manager (PM)**

Overall Responsibility: Responsible for ensuring the successful operations of a portfolio of accounts including: budget control, delivery of a quality product, crew training, and safety.

### **Specific Responsibilities:**

- Safety - Ensure that all safety policies of company are enforced
- Manage morning roll out of your crews
- Budget management/scheduling - Work with sales and AM to maximize crew routes and hours management. Modify routes based on new work and cancelations.
- Creating production plans on each property to ensure maximum efficiency
- Quality - Work with crews to ensure that our level of quality is maintained
- Job Start Process- Work with sales and AM's to carry out proper new job set up
- Monitor daily crew performance
- Anticipate and evaluate equipment needs - manage crew equipment inventory and repair issues
- Perform daily time entry in Aspire
- Training, coaching, reviewing, and rewarding of crews
- Enforce company standards. i.e. uniforms, fleet, equipment, facility
- Training supervisors and crewmen on company standards and proper landscaping practices

### **Keys to Success:**

- Safety, quality, production control
- Maintain existing relationships that lead to contract renewals, superior client ratings, and profitable relationships
- Crew training and execution of quality
- Job start up process execution
- Regular site visits with crews
- Manage routes and labor daily
- Work with AM's to carry out team approach to delivering BWS level of service



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### **Landscape Maintenance Production Manager Job Description**

We take great pride in delivering on our values and promises in order to build strong client and team member relationships. To accomplish this, we will utilize a team structure and approach where Account Managers and Production Managers work together to ensure that we deliver a quality product in the most efficient and safe manner possible.

In our service delivery model, the **Account Manager** faces the client and is responsible for the client relationship including:

- Client Communication
- Enhancement Sales
- Renewal of contracts
- Issues Resolution
- Quality Control

The **Production Manager** faces our crews and is responsible for:

- Crew Development
- Equipment Allocation and Control
- Safety of our Crews and Clients
- Production Efficiency
- Quality Control

When the team approach is working well, we should achieve the following objectives:

- Raving Clients
- Crews that are well trained and operating safely
- Proud and Excited Team
- Efficient and Profitable Work
- Living our Core Values

In order for the team approach to work well, it is important that we keep open communication lines between AM's and PM's and to ensure that we all support our crews in order to help them be successful.



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### Education and Experience

- Bachelor's degree is preferred
- 3+ years of successful related horticulture experience
- Candidate must have a valid driver's license
- Ability to work with computers and software systems

### Perks:

- Competitive Salary
- Paid Time Off
- Company Vehicle
- Company Phone
- Retirement Savings
- Health and Life Insurance
- Education Opportunities
- Multiple informal company gatherings
- Being part of a great company culture

### BWS Landscaping Mission, Vision, and Core Values

**Mission:** To impact and improve the lives of our team members, clients, and community while enhancing landscapes.

**Vision:** To be recognized by our clients, vendors, and peers as the most respected landscaping company in the Richmond market.

### Core Values

#### Communication

- Do what you say you're going to do
- Provide thorough, timely, and effective communication
- Exemplify honesty with everyone we encounter



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#### **Professionalism**

- Act professional, look professional, be professional
- Be punctual, be organized, show that you're dedicated to your job
- Adhere to the highest standards of safety

#### **Relationships**

- Maintain a healthy work/life balance – Family First
- Treat each other fairly, with dignity and respect
- Build productive, long-term relationships

#### **Efficiency**

- Plan your work, work your plan
- Avoid wasted time and effort
- Constantly strive for improvement