



## **Job Description – Landscape Manager**

### **Remuneration**

Full time \$45,000 to \$55,000 per annum (depending on experience) plus super

### **Leading hands**

The leading hands responsibility is to run the landscaping projects. This encompasses all aspects of landscape construction, soft landscape works, job management, client, subcontractor and team management.

### **Planning**

Job sheets are to be read thoroughly as to determine what resources, supplies, contractors and labour needed for the upcoming work.

Have a back up plan of work to fall back on.

### **Contacting Clients**

Clients are to be given your phone number and to be kept in contact 'as needed' with start dates, updates, recommendations, finish date.

A courtesy follow up call after they have seen the work to check that they are happy with overall job.

### **Running Jobs**

Organize and coordinating resources, supplies, contractors and labour needed and follow up these things regularly to check if things are going to plan.

Coordinate with outside contractors (builders, civil workers etc)

Reassess jobs constantly to check things are going to plan.

### **Communicate With Operations Manager**

Operation manager to be updating with progress reports, questions or problems regularly.

### **Paperwork**

Job sheets and invoices are to be kept up to date.

Pay and productivity sheets are to be kept up to date.

### **Job Sites**

Job sites are to be kept safe, clean, tidy and uncluttered, making as minimal disturbance to other areas as possible.

Job sites are to be safe, clear and tidy for clients to access overnight or at weekends.

Tools and equipment not being used daily are to be returned to the yard for others to use.

### **Teaching Others**

Teach staff, give others with less experience guidance and help so to build up their skills and experience.

### **Yard**

Yard to be kept safe, clean and tidy and make sure equipment is put away or locked up.

### **Maintaining Equipment**

Vehicles and equipment are to be maintained and any damage or losses reported.