



LANDSCAPING

JOB DESCRIPTION

Title:	Landscape Manger
Department:	Landscaping
Supervisor:	Chief Operations Officer
Position Type:	Non-Exempt
Pay:	\$60,000 to \$70,000 per year DOE

OVERVIEW:

Reporting to the Chief Operations Officer, this position is responsible for the maintenance and development of property grounds to ensure a pleasant appearance. The Landscape Manager's overall responsibility is to coordinate the landscape team and contractors providing guidance and direction as required. The Landscape Manager shall coordinate the procurement and schedule use of resources such as labor, equipment, and materials to ensure maximum use and completion of work within budget, safety guidelines and quality standards.

ESSENTIAL DUTIES:

- Oversee the day-to-day landscaping activities and requirements including the effective and efficient administration and leadership
- Develop and manage residential landscape contracts
- Manage sub-contractors for landscaping installation, maintenance, and fire mitigation efforts
- Manage tree maintenance and replacement program for HOA's
- Manage CAFA grant and all fire mitigation efforts throughout Glacier in conjunction with Colorado State Forest Service
- Develop yearly operating budget for Landscaping (62) with approval from COO
- Develop and maintain HOA and POA, fire mitigation and Metro landscaping budgets in conjunction with HOA Manager
- Billing for HOA's, residential contracts, work orders, POA and other revenue streams
- Ordering and purchasing of plant materials, essential equipment, uniforms, office supplies, seed, fertilizer, mulch, and other landscaping expenses
- Pest control management for Maintenance Shop
- Develop, manage, and implement weed control policies and procedures for HOA's, residential, and POA areas
- Organize and manage all seasonal plant selection, installation, and maintenance
- Interviews, hires, trains, supervises, and evaluates all personnel assigned to department



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- Determines work priority and assigns workers to specific tasks such as fertilizing, irrigating, mowing, raking, and spraying

OTHER RESPONSIBILITIES:

- Landscape maintenance duties include but are not limited to using ride on and push mowers, spring and fall clean-up, planting, pruning, and raking
- Assist with snow removal efforts in the wintertime, including shoveling, plowing and other cleanup
- Development, installation, and maintenance of hiking trails throughout Glacier Property
- Installation, breakdown and maintenance of Christmas lights at clubhouses, gatehouse and 550 entrance
- Other duties as assigned

QUALIFICATIONS:

- Valid Driver's License and clean driving record required
- A degree or Certificate in Horticulture or Landscape Management
- At least 5 years' experience in the landscaping industry
- Minimum 3 years landscape leadership experience, leading a successful team
- Previous resort experience a plus
- Excellent customer service skills
- Basic machinery operating skills

WORKING ENVIRONMENT/PHYSICAL ACTIVITIES:

Ninety percent of the workday is spent outdoors in a golf course setting with constantly changing weather conditions including, but not limited to: cold, heat, snow, wet, lightning and thunderstorms. Ninety percent of the workday is spent standing. Constantly lifting, pushing and pulling objects, weighing up to 100 pounds. Occasionally carrying objects weighing up to 50 pounds. Constantly handling objects and using hearing, near and far acuity, depth perception, color and field of vision. Ten percent of the time noise levels reach 75-110 decibels. Occasional exposure to fumes, odors, and gases. Constant exposure to mechanical hazards. Some exposure to chemical hazards.

EQUIPMENT DIRECTLY USED (BUT NOT LIMITED TO)

- Operation of heavy equipment including but not limited to loader, skid steer, dump truck, mini excavator, tractors, and plowing equipment
- Golf carts
- Utility Vehicles
- Trucks
- Trailers



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- Weed whackers
- Backpack blowers
- Ride on and push mowers

BENEFITS

- Paid Time Off
- Paid Holidays
- Paid Sick Leave
- Health, Vision, and Dental Insurance
- Health Savings Account
- 401K Retirement with company matching
- Access to Fitness Center and Sauna
- Food and Beverage discounts
- Golf Shop discounts
- Valley Golf Course play time