



Landscape Project Manager – Job Description

About BWS Landscaping

BWS Landscaping is a Richmond, Virginia based company in the business of building and maintaining superior outdoor spaces, including hardscapes and landscapes, in the residential and commercial markets. We exist for family and friends to create everlasting memories in their outdoor environments. BWS Landscaping is expecting and planning for aggressive growth over the next several years, and is looking for ambitious, high-caliber professionals to grow with our company. We are currently looking to hire a Landscape Project Manager. Competitive compensation packages are provided.

Job Summary

The Landscape Project Manager is responsible for managing a portfolio of maintenance clients and managing new landscape installations. This will be a combined roll of the typical enhancement manager and an account managers rolls. He/She will supervise all field personnel as required to successfully complete the project on schedule and within budget. We are looking for experienced individuals with excellent communication, customer service, landscape management, and landscape installation skills. Candidates must be able to oversee landscape installations, design tasks, manage, communicate, and coordinate activities of subcontractors and in-house employees. This will be a full-time permanent position.

Core Responsibilities

- Coordinates and supervises all landscape installation and maintenance activities, including but not limited to understanding the sale and value creation expected, creating project schedules, mitigating risks, delivering such that customers become raving fans, managing up and laterally with team members, and the like
- Directs all field personnel to achieve completion of the project on schedule, within budget, with quality workmanship that conforms to original plans and specifications
- Involvement with hiring, training, and developing team members
- Orders materials as necessary throughout the process
- Develop and maintains positive relationships with customers, contractors, suppliers and BWS team members
- Prepares, schedules and supervises completion of a final punch list

BWSLandscaping.com
1108 Dinneen Street Richmond, VA 23220
P: 804.204.1568 E: careers@bwslandscaping.com

Voted Richmond's favorite landscaping company / Richmond Magazine / 2014



Landscape Project Manager – Job Description

- Promotes job site safety, encourages safe work practices and rectifies job site hazards immediately
- Ensures all company team members and contractors are adhering to the company safety policy
- Maintains and organizes job sites, office storage facility, and equipment
- Conducts customer survey at conclusion of project with objective of exceeding customer expectations and creating referrals

Core Competencies:

Leadership:

- Demonstrates a transparency in values, beliefs and actions
- Creates an environment that is friendly, warm, and exciting
- Acts with integrity, respect and professionalism

Communication:

- Provides thorough, timely, and effective communication
- Builds open and honest relationships
- Listens to and respect team members, clients, and vendors
- Values constructive criticism

Teamwork:

- Builds productive, long-term relationships with clients, vendors, and others
- Commits to common goals based on open and honest communication
- Works together to bring out the best from our combined talents
- Inspires others to maximize their potential

Quality:

- Treats clients environment as if it were our own
- Exceeds client expectations to earn loyalty, trust, and referrals
- Commits to the safest work environment with no compromises and continual vigilance

Education and Experience:

- 4-yr college degree preferred but not required
- 3+ years of successful related Project Management experience
- Experienced in scheduling, ordering/fulfillment, field supervision, quality control, and production of all phases of landscape installation and maintenance
- Experienced in managing multiple projects concurrently

BWSLandscaping.com
1108 Dinneen Street Richmond, VA 23220
P: 804.204.1568 E: careers@bwslandscaping.com

Voted Richmond's favorite landscaping company / Richmond Magazine / 2014