

**DISCUSSION ITEMS**

Landscape Manager Summary of Duties

## PARKFAIRFAX CONDOMINIUM

### JOB TITLE: LANDSCAPING & GROUNDS MANAGER

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Exempt (Y/N): No	OB CODE:
SALARY LEVEL:	DOT CODE: T406134014
SHIFT:	DIVISION:
LOCATION:	DEPARTMENT:
EMPLOYEE NAME:	SUPERVISOR:
PREPARED BY:	DATE:
APPROVED BY:	DATE:

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#### **SUMMARY:**

The Landscape Manager, under the supervision of the Operations Director, is responsible for planning, supervising, and leading the landscape team and contractors engaged in landscape preservation, restoration, construction, maintenance, beautification and management.

The Landscaping and Grounds Manager at Parkfairfax Condominium is responsible for leading the Landscaping team in maintaining key aspects of the landscape and outdoor grounds infrastructure.

This position requires an organized and collaborative leader who can prioritize in a dynamic environment to ensure the highest standards of landscape and grounds maintenance are met. This position also oversees the organization's plants and tree health care, compost, and curb appeal improvement programs. The ideal candidate will be an experienced professional with a proven track record in horticulture, landscape management, and team leadership. Working collaboratively with the Landscaping staff, management, and the Association's Landscaping committee, this role will be instrumental in maintaining Parkfairfax Condominium's grounds and curb appeal.

The landscape manager provides hands-on leadership with special projects and installing and maintaining the association's landscape collections.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Develop landscaping management plans, set annual goals, and prepare annual budgets for the Landscaping department in collaboration with the Director of Operations
- Plan, coordinate, and oversee daily work activities of the Landscaping department
- Ensure turf, landscapes, paths, lighting, parking areas and hardscapes are maintained to high standards and are safe and accessible
- Oversee plant and tree health care and other related programs
- Maintain Grounds infrastructure, including water features, underground irrigation, stormwater systems, and roadways
- Hire and supervise contractors and vendors performing work within areas of responsibility
- Ensure the integrity and accuracy of plant and trees records throughout the Grounds
- Recruit, lead, motivate, and develop employees who can successfully collaborate with internal and external constituencies
- Make personnel decisions to achieve core objectives
- Lead planning and execution of department initiatives and budget aligned with Mt. Cuba Center's mission
- Develop effective policies and procedures
- Work cooperatively with management to implement organization-wide systems and strategic goals
- Manage landscape staff (full-time, hourly, and seasonal), contractors, and volunteers to ensure the proper, efficient, and timely completion of department responsibilities

- Work in the field and sometimes in the office, providing hands-on completion of work as a mentor and an example for the rest of the team
- Daily inspection of the landscape to ensure the overall presentation and condition of the grounds and gardens meet Parkfairfax Condominium's standards and quality expectations
- Prioritize horticultural tasks and coordinate the implementation of work assignments with the team
- Assist in the preparation of work schedules and job assignments
- Lead snow and ice removal operations, creating on-call lists and being available to work some evenings and weekends
- Examine potential unsafe working conditions and recommend corrective actions
- Identify staff training needs and assist with developing training programs, including plant care and maintenance, proper use of tools and equipment, safety, etc
- Supervise contracted services and assist with the identification of the need for contracted services.
- As a manager, attend meetings as necessary, including but not limited to managers' meetings, committee meetings, and planning sessions.

### **SUPERVISORY RESPONSIBILITIES:**

Manages a total of 4 to 5 employees in the Landscape Crew. Is responsible for this unit's overall direction, coordination, and evaluation.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **SKILLS & REQUIREMENTS**

- Successful completion of background and credit check.
- Degree in horticulture, floriculture, landscape preservation or related field.
- A minimum of five years of related work experience, including at least three years of supervisory experience.
- Considerable knowledge of horticulture and grounds maintenance procedures.
- Understanding of proper pruning techniques, rose care, turf management, planting, perennial and annual care as well as native plants and ecosystems.
- Understanding of irrigation systems' operation and repair.
- Ability to lift 55 pounds regularly; work outside for long periods in unfavorable conditions; perform strenuous manual labor requiring considerable walking, lifting, reaching, climbing, stooping, pushing, pulling, and carrying; work weekends, evenings, and holidays.
- Preferred to be recognized by ISA as a certified arborist.
- Preferred to be a certified pesticide applicator.
- Preferred to be trained to use a chainsaw.
- Ability to operate small power and hand tools and large equipment, including mowers, tractors, loaders, woodchippers, chainsaws, plows, and other snow removal equipment, among others.
- Perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency
- or composure.
- Familiarity with and comfortable using the Microsoft Office suite.
- Demonstrate natural leadership, and ability to communicate effectively, both orally and in writing, to establish and
- maintain effective relationships with coworkers, visitors, vendors, and others in the workplace.

## **WORK SCHEDULE AND OTHER INFORMATION**

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- This is a full-time position with benefits.
- Must be able to work evenings, weekends and some holidays.
- Uniform and PPE will be provided, but some outerwear is not provided

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to fumes, airborne particles, and toxic or caustic chemicals.

The noise level in the work environment is usually moderate.

Recommended Annual Salary: \$70 – \$90k