

**Board Discussion**

**Job Description for Landscape Manager**

## PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

### 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 and Grounds Manager, reporting to the General Manager, for the strategic planning, oversight, and hands-on management of all landscape and grounds operations at Parkfairfax. This role leads a team of in-house staff and contractors in the preservation, restoration, construction, maintenance, and enhancement of the property's outdoor spaces.

The ideal candidate is a collaborative and organized leader with strong experience in horticulture, landscape maintenance, and project management. This position is key to upholding the aesthetic and environmental integrity of Parkfairfax's grounds and is integral in developing and managing departmental budgets and work plans, leading a team of staff and contractors, and ensuring all outdoor areas—including turf, plantings, trees, irrigation systems, and hardscapes—are maintained to the highest standards.

The role combines strategic leadership with hands-on fieldwork, including daily inspections, project execution, and snow/ice removal coordination. The manager will also lead hiring, training, and performance management, while fostering a collaborative, safe, and productive work environment. Additionally, the position requires working closely with management, committees, and vendors to support community-wide goals and maintain the long-term health and appearance of the landscape. The role requires both strategic vision and practical expertise to deliver exceptional, sustainable landscape outcomes in a dynamic residential environment.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following. Other duties may be assigned.

##### Leadership and Strategic Planning

- Develop and implement landscaping management plans, set annual departmental goals, and prepare operating budgets in collaboration with the Director of Operations
- Lead planning and execution of departmental initiatives aligned with Parkfairfax's mission and long-term objectives.
- Develop and enforce effective policies and procedures to support efficient operations and high-quality landscape standards.
- Participate in organization-wide planning and strategy discussions, supporting cross-functional initiatives and improvements.

### Operational Oversight

- Plan, coordinate, and supervise daily landscaping and grounds maintenance activities to ensure timely and efficient completion of tasks.
- Oversee the care and maintenance of all turf, landscaped areas (including hardscapes) trees, plants, paths, hardscapes, lighting, parking areas, and related infrastructure.
- Monitor and maintain grounds infrastructure, including irrigation, stormwater drainage, water features and roadways
- Conduct daily inspections to ensure the property meets Parkfairfax's aesthetic and safety standards.

### Personnel Management

- Recruit, train, supervise, and evaluate full-time, hourly, and seasonal landscaping staff, and contractors.
- Provide hands-on leadership in the field, setting expectations and serving as a mentor and role model for the team.
- Make informed personnel decisions to meet departmental goals, including scheduling, assigning duties, and resolving personnel issues.
- Identify training needs and assist in the development of training programs related to plant care, tool and equipment use, and workplace safety.

### Contractor and Vendor Coordination

- Hire, manage and supervise contractors and vendors performing work within areas of responsibility
- Oversee contracted services and assist in evaluating service needs and performance.

### Horticultural & Grounds Care

- Maintain the integrity and accuracy of plant and trees records throughout the Grounds
- Work cooperatively with management to implement organization-wide systems and strategic goals
- Lead plant and tree health care programs, including pruning, fertilization, pest management, and soil health.
- Prioritize horticultural tasks and coordinate implementation with team members to maintain year-round landscape quality and appeal.
- Assist in the creation and maintenance of work schedules and job assignments to optimize productivity.
- Daily inspection of the landscape to ensure the overall presentation and condition of the grounds and gardens meet Parkfairfax's standards and quality expectations

### Seasonal & Safety Responsibilities

- Lead snow and ice removal operations, including developing on-call lists and participating in after-hours responses.
- Identify and report unsafe conditions; recommend and implement corrective measures to ensure a safe work environment.

### Administrative & Committee Participation

- Attend management, committee, and planning meetings as needed to support department and organizational initiatives.
- Work closely with the Board of Directors, Landscape Committee and other HOA owner volunteers to prioritize, strategize and continue to hold high standards for the overall landscape and environment in Parkfairfax.

## **SUPERVISORY RESPONSIBILITIES:**

The Landscape and Grounds Manager directly supervises a team of 4 to 5 employees in the Landscape Crew and is responsible for overall direction, coordination, evaluation and performance of this unit.

Key supervisory duties include:

- Recruiting, interviewing, hiring, and onboarding new team members
- Providing training, guidance, and ongoing development to staff
- Planning, assigning, and overseeing daily work activities and special projects
- Conducting performance evaluations and providing constructive feedback
- Recognizing achievements and addressing performance issues as needed
- Enforcing organizational policies and ensuring compliance with applicable laws
- Managing conflict, resolving problems, and promoting a positive team environment

This role requires strong leadership, effective communication, and a commitment to fostering a high-performing, collaborative landscape team.

## **SKILLS & REQUIREMENTS**

- Successful completion of background and credit check is required.
- Degree in horticulture, floriculture, landscape preservation or related field.
- Minimum of five years of related work experience, including at least three years in a supervisory or leadership role.
- Strong knowledge of horticulture and grounds maintenance procedures.
- Expertise in turf management, pruning techniques, planting, and care of perennials, annuals, roses, and native plants.
- Solid understanding of sustainable landscaping practices and local ecosystems.
- Working knowledge of irrigation system operation, maintenance, and repair.
- Preference given to ISA Certified Arborist, and Certified Pesticide Applicator status.
- Physically capable of performing strenuous manual labor, including lifting up to 55 pounds regularly; working outdoors for extended periods in varying weather conditions; and performing tasks such as walking, lifting, reaching, climbing, stooping, pushing, pulling, and carrying.
- Willingness to work evenings, weekends, and holidays as needed.
- Proficiency in the use of small power and hand tools, as well as large equipment including mowers, tractors, loaders, woodchippers, chainsaws, plows, and other snow removal equipment.
- Flexibility to perform a variety of tasks, often shifting between duties of different nature while maintaining focus and efficiency.
- Familiarity with Microsoft Office applications and basic digital communication tools.
- Strong leadership presence with the ability to communicate clearly and effectively, both verbally and in writing.
- Ability to build and maintain positive working relationships with team members, vendors, residents, and other stakeholders.

## **WORK SCHEDULE AND OTHER INFORMATION**

- 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