



Fine Gardening Account Manager

Job objective:

To provide the horticultural and people management skills necessary to achieve a high level of garden maintenance.

Qualifications:

- Associates degree in horticulture or five years' experience in the field of landscape gardening
- Strong organizational and communication skills
- Ability to manage people and schedules to ensure maximum efficiency while building a cooperative and positive team spirit
- Ability to work with necessary tools and equipment such as loader, dump-truck and small engine equipment

Job Duties and Responsibilities Include:

- Leading by example
- Working with operations manager to help manage the day-to-day operations of the maintenance division, dispatching crews, and developing crew rapport and motivation.
- Managing a list of assigned clients and their gardens.
- Supervising the loading of trucks, truck safety checks, and truck maintenance.
- Working alongside crew leaders and crew, delegating tasks, training on correct gardening techniques and professional behavior.
- Reporting and recording inappropriate behavior or violations of company policies.
- Tracking tools and equipment at facility, on trucks and on site and taking initiative for repairing or replacing lost or broken tools.
- Tracking time and materials accurately and legibly and completing required paper work in a timely manner.
- Upholding safe working conditions, correcting unsafe working practices and enforcing use of required personal protective equipment when appropriate.
- Supervising the planting of annual, perennial and seasonal/holiday designs and the on-going care including watering, feeding, deadheading, and pruning in all seasons.
- Sharing horticultural knowledge and gardening methods with staff and clients in a positive, enthusiastic, and educational style.
- Assisting with the ordering of tools and supplies.
- Work with Snow Management Team

Client Services:

- Provide the client with high quality professional gardening service.
- Maintain communication with clients, tracking requests, services, and files.
- Assess overall health and esthetics of client gardens; make recommendation and implement appropriate gardening techniques to maintain design intent.
- Assess, develop, and implement garden renovations for existing client properties.
- Coordinate subcontractors working on client properties i.e., irrigation companies, mowing and lawn services, pool services and tree/shrub care providers.
- Track and work within contractual budgets.