**LANDSCAPE & IRRIGATION**1505 S. Timberline Road, Fort Collins, CO 80524  
(970)488-1707Logo

Description automatically generated

|  |  |  |
| --- | --- | --- |
| **Position Title:** | Assistant Project Manger | **Date:** 03/07/2022 |
| **Reports To:** | Senior Project Manager | **Revision Dates:** 06/04/2021 |
| **Department:** | Projects Department |  |
| **FLSA Status:** | Non-Exempt |  |

**Position Summary:**

The Assistant Project Manager will develop and implement processes and procedures to assist in the seamless flow of project information between clients and in-field management operations. In addition, this position will assist in closeout and warranty procedures for both residential and commercial landscape and irrigation projects. This position is responsible for continuous communication and project flow through final project completion and the warranty period. Through proper implementation, the goal is exceptional customer service and project accuracy ultimately resulting in development of profitability. This position must understand horticulture, landscape and irrigation installation practices, and customer service to ensure the final successful outcome of projects. A general understanding of commercial construction processes and terminology will be useful in this position. The overall purpose of this position is to assist in improving and distributing project information and flow from contracting to end of project and warranty follow through.

**Job Responsibilities & Essential Functions:**

* Acquire relevant project information
* Assist in clock management on projects at time of sod/seed installation during sod rooting or seed grow in period until warranty period has come to end or turned over to our maintenance manager on associated projects
* Must be able to perform minor landscape and irrigation repairs and adjustments
* Landscape and irrigation problem solving
* Help coordinate crews on warranty repairs
* Make plant lists for warranty and turn over to plant buyer for procurement
* Highly motivated individual with the ability to manage their schedule to ensure all properties are being managed during warranty/turnover period
* Attend final walk-through meetings with Operations Team and Clients for a seamless transition from contracting to installation and through the warranty
* A willingness to learn botanical names, landscape plans, irrigation controllers, and commercial irrigation, parts, and fittings
* Communicate accurate, timely, and detailed information to Operations team
* Maintain professional working relationships with key stakeholders, architects, construction managers, property managers, and brokers to ensure success on projects
* Coordinate and communicate warranty work schedules to ensure adequate project coverage
* Review drawings and warranty issues with Operations Management team and highlight areas of concern
* Provide excellent customer service to internal and external clients

**Job Qualifications**

**Experience & Education**

* Bachelor’s in Horticulture, Construction Management, or related fields preferred
* Minimum of 2 years of experience in a construction subcontractor environment
* Previous experience in commercial/residential landscaping and irrigation industry, including design and installation, is preferred

**Knowledge, Skills & Attributes**

* Demonstrate professional communication skills
* Pleasant and courteous attitude
* Good networking skills with key stakeholders
* Demonstrated teamwork skills
* Continually increase and maintain knowledge base on landscape and irrigation systems
* Proficient computer skills with emphasis on excel spreadsheets and word documents
* Willingness to learn; must complete all training requirements for position
* Able to work independently and make independent judgments and decisions which impact the company and client
* Strong organizational and prioritization skills to meet deadlines and work under pressure
* Good critical thinking and problem-solving skills; ability to solve standard problems and seek guidance on complex problems
* Excellent attendance, punctuality, dependability, and reliability

**Working Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to hot, humid, or wet weather conditions. The employee may also be exposed to toxic or caustic chemicals.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. If feasible, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, and remain sedentary. The employee is constantly required to use hands and fingers to feel, handle, or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, crawl, and walk.

The employee must occasionally lift up to 50 lbs. and be able to push, pull and/or move up to 75 lbs. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

I have received a copy of the job description and understand the duties, responsibilities, and requirements of the job.

Employee Signature Date

Print Name

**Job description Function and Intent:**

Job descriptions assist companies in ensuring that the hiring process is fairly administered and that qualified employees are selected. The job functions and duties on the job description are not all-inclusive and additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contacts. The company maintains its at-will employer status.