

## **Annex B - WINDY WILLOWS WHOLESALE NURSERY JOB DESCRIPTION**

**JOB TITLE:** Landscaping Supervisor  
**REPORTS TO:** Managing Director / Owner  
**SUPERVISES:** Landscaping Teams, Landscaping Assistant

### **POSITION PURPOSE**

*To manage relationships with landscaping clients to ensure they are well serviced and satisfied. To liaise with the Administration Manager to ensure all contracts and payments are completed correctly.*

*To supervise the landscaping teams and landscaping sub-contractors to ensure that all landscaping jobs are completed within the specified time-frames and on budget.*

*To ensure all landscaping procedures are followed by the department, including the planning and scheduling of jobs, the delivery of plants and supplies, and the training and support of team members.*

### **ACCOUNTABILITIES**

1. Manage relationships with clients, develop garden designs, and provide overall project management for implementation.
  - a. Meeting clients on site to carry out landscaping consultations
  - b. Preparing designs and costings for clients as per Windy Willows guidelines and handling client presentations
  - c. Setting up the project management schedules for each job and supporting the office in the ordering and dispatching of materials to site.
  - d. Supervising the landscaping Team Leaders (TL's) on site
  - e. Working with the landscaping Assistant to conduct a cost analysis of each job on completion and calculating the Gross Profit per job.
  - f. Ensuring that the final cost is as close to the quote as possible.
  - g. Maintaining a GP of minimum 40% on each job completed (figure to be reviewed over time)
2. Training of landscaping TL's to the point where they are able to manage a site on their own and with a maximum of two hours support from the Senior Landscaper per day and according to the operational procedures developed.
3. Training of other landscaping staff to ensure that all landscaping staff are familiar with the WW landscaping operational procedures and are competent in the execution of these procedures.
4. Support the Landscaping Assistant to maintain a data-base of all client's gardens including scanned copies of the garden design; details of jobs carried out on each site; before and after pictures of the clients garden; and annual updated pictures that can be used on the WW website.

## **EDUCATION, SKILLS AND ATTRIBUTES**

Passionate about gardens and knowledgeable about plants and their ideal growing conditions.

Skilled at garden design and drawing.

Excellent interpersonal and client service skills.

Knowledgeable about construction methods and hard landscaping services.

Solid project management and time management skills.

Driver's license and own car a requirement.