

General Manager

Why work with Coastal Design Landscaping?

- **Commitment to Quality** – We believe that good work speaks for itself and we won't cut corners
- **Commitment to our Staff** – We offer some great training opportunities because we recognize that professional and personal growth is important.
- **Commitment to Work/Life Balance** – Our team puts in a full work week and we recognize that everyone needs down time. We are closed every Sunday, all Statutory Holidays and work minimal Saturdays.

General Manager - \$32.00 to \$37.00 or Salary

A suitable applicant will have 5+ years of installation experience with a minimum of 3+ years of leading a crew, preferably in Landscaping Installations - but will help train right candidate. Will have a valid driver's license and reliable transportation.

Primary Responsibilities & Requirements:

1. Day-to-day leadership and management of the Landscaping team, always representing our mission and core values while being a mentor for the team
2. Develop action plan for growth, set objectives and goals for team and communicate clearly your expectations; provide recognition and reinforcement
3. Build a quality team, with motivation, high performance and productivity
4. Ensure all team members receive proper orientation and training for their position, including Company policies and procedures, safety, equipment, new products, special skills, education, etc.
5. Provide supervisory feedback and documentation when required
6. Ensure work is performed in a timely manner, to the complete satisfaction of each customer
7. Identify areas in need of improvement and provide solutions to fix the area of need
8. Recruit, interview and select qualified team members when necessary

Responsibilities::

1. Manage production of Construction Division Crew(s)
2. Sales of all Construction Division work
3. Assist in P&L reporting per project, adjust bidding going forward based on results of P&L loss leader identification
4. Hiring and Developing Employees
5. Quality Control
6. Client Satisfaction & Follow Up
7. Scheduling & Cost Control
8. Safety
9. Equipment Inspection & Inventory Control
10. Projects are prepared for team to complete when they arrive

Results:

1. Projects are completed on time and on budget
2. Works toward daily, weekly production goals are met
3. Works toward Monthly, Quarterly and Yearly sales goals are met
4. Ensure employees are participating in training program and pursuing industry certifications, results will be measured by Employees moving up the training board and up the career ladder.
5. Quality Control inspections done whenever on job sites
6. Issues identified are documented, addressed and filed with Crew Member files as completed training
7. Client Satisfaction is measured with survey after each project
8. Safety results will be no lost time due to avoidable injury, reduction in Insurance Mod
9. Equipment results will be no lost time due to equipment issues – Follow required with On-Site Mechanic
10. Ensure Crew(s) have required materials, information and man power to complete their jobs on time and budget



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Job Duties

1. Pipeline is maintained weekly or more frequently
2. Identify potential upsell opportunities on jobs – Ability to train that into the site supervisors
3. Perform in field work- as necessary- to help make client deadlines
4. Train new employees on company SOP's as part of on boarding process – with your initially understanding each
5. Participate in screening and hiring new employees- build a well balanced team
6. Participate in networking meetings (BNI)
7. All work is scheduled as soon as the deposit is received
 - Client communication throughout time leading up to proposed start date with any changes or just to confirm
8. Job Organization and job layout of materials and tools to ensure efficient job flow – to be identified and shared with Senior Management
9. Procurements
10. Enforce SOP's on job site- Daily documentation required on all job related matters
11. Customer service interaction to answer questions, address concerns
12. Detailed record keeping of materials, hours, jobs burned down daily
13. Ensures Crew Leader is enforcing safety guidelines in field, all identified safety issues from Crew Leader are resolved by Project Manager
14. Support of Equipment maintenance including washing weekly and documented with time date and stamp
15. Supports Crew Leader with equipment repairs, procuring replacement equipment to ensure no downtime

If our company appeals to you and you possess some of the characteristics in the posting above then we would like to hear from you. If not, please feel free to reach out to us as there may be other positions that we are trying to fill on our team.

Please email your resume to info@coastaldesign.ca

