

Jay's Landscaping LLC – South Windsor, Ct. We are interested in filling the following positions. Candidates must reside within the Greater Hartford area. If interested, please send resume to: info@jayslandscaping.com

Landscaping Project Manager – Candidate must have experience managing Commercial and Residential projects. Candidate will work closely with clients and crew throughout the entire sales and installation process.

Responsibilities for position:

- Work closely with Project Estimator Manager to understand project requirements
- Manage costs in order to meet project budget
- Provide clear direction to installation crews
- Manage construction schedule and activities
- Manage subcontractor and supplier relationships
- Set and maintain multiple project schedules in real time
- Provide daily work orders and ongoing instruction to installation crews
- Plowing and sanding in the winter

Qualifications for Candidate:

- 3-5 years of experience working in the Landscape Industry as an Estimator or Project Manager
- Current OSHA Card (or ability to obtain within 30 days of hire)
- Driving trucks and towing trailers w/equipment – must have valid DOT medical card
- 1 – 2 years supervisory experience
- Capable of identifying plant material and knowledge of botanical and common names
- Ability to work well independently
- Ability to create quantity take-off reports
- Detail oriented and clear communication skills
- Ability to understand technical landscape drawings and requirements
- Driver's License (required)
- Bi-lingual – not required but a plus
- Proficient in Microsoft Word and Excel

Landscaping Foreman

Responsibilities for position:

- Driving trucks and towing trailers w/equipment – must have valid DOT medical card
- Reading blue prints for layout of plant material – if applicable
- Plowing and salting in the winter
- Provide clear direction to installation crews
- Picking up materials (e.g. mulch, plants, pavers, stone dust, etc...) - review for quality - report any variances
- Equipment operations - report any repairs needed immediately
- Responsible use of hand tools
- Daily WRITTEN time sheets (you and your crews') - tracking all hours, material and equipment usage
- Work with various crews as needed (landscape, hardscape or maintenance)
- Maintaining a safe and clean jobsite at all times- including return to shop of all tools used on a daily basis
- Follow/enforce all company rules as established in the employee handbook

Qualifications for candidate:

- 3- 5 years of experience working in the Landscaping Industry
- Current OSHA card, or ability to obtain within 30 days of hire date
- Ability to understand technical landscaping drawings and requirements
- Adequate knowledge of botanical and common names and identifying plant materials
- Experience operating a skid steer and mini excavator
- Detail oriented and clear communication skills
- Driver's License (required)
- Bi-lingual - not required but a plus