



Job Listing

Landscape Project Manager

Employment Type:	Full Time
Posting Date:	2021-02-18
Deadline Date:	2021-03-18
Location:	Portugal Cove – St. Philips, NL

Job Details:

Murray's Landscape Services Ltd. is a professional landscape design - build firm located in Portugal Cove - St. Philips, Newfoundland and Labrador. Murray's is responsible for numerous award-winning projects throughout Newfoundland and Labrador and is comprised of collaborative and creative professionals with a passion for creating functional and beautiful spaces that complement the unique landscape and climate of Newfoundland and Labrador. Our professionalism and attention to detail helps us create lasting landscapes and impressions that have made us industry leaders throughout the province and Atlantic Canada.

Murray's is seeking a Landscape Project Manager with three (3) or more years of work experience to join our team. The successful candidate will have significant experience in landscape construction, project management, estimating, landscape design, and contract administration. In addition, the successful candidate will support and develop our construction team to create beautiful landscapes throughout the Province of Newfoundland and Labrador.

Responsibilities and Duties:

- Oversee operations, execution, training, and quality control of the landscape construction division.
- Assist with sales and meet with clients to develop or refine plans and estimates for projects.
- Plan, schedule, and manage landscape construction projects.
- Oversee projects to ensure efficiency, quality and proper completion of assigned tasks.
- In collaboration with our safety committee, overseeing and administering the company's safety program.
- Assist with the daily start-up and end of day procedures.
- Complete and submit all required paperwork on a daily basis,
- In collaboration with the management team, lead the training and development of the staff.
- Meetings with clients (residential, commercial and public projects.)
- Prepare conceptual designs and graphics for presentation purposes.
- Conduct pre-design site visits and record technical information.
- Develop detailed designs and construction documents.
- Internal coordination with design team and construction staff.
- Attend meetings and coordinate work with construction crews, clients, consultants, sub-consultants and subcontractors
- Field layout, reviews and inspections of work.
- Assist landscape architects with contract administration

Requirements:

- Knowledge of standard landscape construction methods, techniques, tools, equipment, and materials.
- 3-5 years of office experience in project management and landscape design
- Experience estimating costs and preparing quotes and tender bids, and negotiating prices for various projects.
- Ability to manage multiple projects at a time.
- Ability to manage and assign daily activities for landscape crews and sub-contractors.
- Ability to oversee and inspect work to ensure tasks are completed on time and work is compliant with all codes, standards and specifications that apply.
- Ability to take field measurements, read and interpret plans, shoot a grade, work in imperial and metric systems
- Effective communication, time and people management skills
- Ability to work both independently with little supervision, and as part of a team
- Working knowledge of plant material and plant ID knowledge, an asset.
- Experience using Landscape Management Network (LMN), an asset
- Experience in preparing contract documents and working drawings
- University degree in Landscape Architecture / Diploma in Landscape Design / Landscape Architectural Technology
- Proficiency in AutoCAD, AutoCAD Civil 3D, Sketch-Up, Microsoft Office, Adobe Creative Cloud and other graphics software
- Good file management and organizational skills
- Membership or ability to become a member with the APALA and/or CSLA is an asset but not required.
- Valid Drivers License

The Advantages of Working with Us:

- A stimulating and motivating work environment with a diversity of projects.
- Flexible work schedule in winter months.
- Support for professional development and continuing education in work related fields.
- Benefits and competitive compensation.
- Professional, experienced & knowledgeable managers.
- Company team events.
- Opportunities to grow and develop your career in the green industry.

Application Requirements:

All interested candidates should send a CV and a portfolio of previous work in PDF format (if available) via email to the address below. *No phone inquiries or hardcopy applications please.* Suitable and qualified applicants will be contacted.

Email: info@murraysgardens.com

Subject: Landscape Project Manager