



Job Description

Position Title: End of Projects Coordinator

Date: 09/01/2015

Reports To: Operations Manager

Revision Dates: 07/11/2015,
09/23/15

Department: Projects Department

FLSA Status: Exempt

Position Summary:

The End of Project Coordinator will develop and implement processes and procedures to assist in the necessary steps in closeout and warranty procedures for both residential and commercial landscape and irrigation projects. This position is responsible for seamless 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 exploitation of profitability. This position must have a detailed understanding of horticulture, landscape and irrigation installation practices and customer service to ensure the final successful outcome of projects. The overall purpose of this position is to elevate end of project attention to detail and seamless project warranty follow through.

Job Responsibilities & Essential Functions:

- Acquire relevant project information
- Take over 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 throughs meetings with Operations Team and Clients for a seamless transition from installation to warranty
- Must understand; 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; 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.
- Minimum of 3 years of experience in project estimation in a construction subcontractor environment.
- Previous experience in commercial landscaping and irrigation industry, including design and installation, preferred.

Knowledge, Skills & Attributes

- Demonstrate professional communication skills. Pleasant and courteous attitude.
- Good networking skills with key stakeholders; demonstrated team work 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 in order 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 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 that additional functions and requirements may be assigned as necessary. Job descriptions are not intended as and do not create employment contracts. The company maintains its at-will employer status.