



## **Garden Crew Leader**

The *Garden Crew Leader* will manage *Gardeners* at client properties at the direction of a *Senior Account Manager* or an *Account Manager*. The *Garden Crew Leader* will direct, train and mentor *Gardeners*, interact with clients and ensure that the *Senior Account Manager* or *Account Manager* is aware of issues and opportunities. A *Garden Crew Leader* is accountable to their *Senior Account Manager* or *Account Manager*. It is vital that the *Garden Crew Leader* shares and upholds Phillips Garden's **Core Values**.

### **Job Duties:**

- Proficient in all job duties of the Gardener position (see job description)
- Assist Senior Account Managers or Account Managers to manage and execute all aspects of garden maintenance/projects
  - Assist in running a daily schedule, keep *Gardeners* on-task, monitor breaks, plan routing, ensure quality of work, and note what and when further work is needed.
  - Help evaluate garden & landscape needs against scheduled chores upon arrival at property and assign *Gardeners* efficiently to complete anticipated and unexpected tasks.
  - Monitor and report job status and progress to *Senior Account Manager* or *Account Manager*
  - Train and mentor *Gardeners* in maintenance procedures.
  - Lead and inspire *Gardeners*.
  - Meticulously maintain daily service forms and record job details as needed at the *Account Managers* request.
  - Manage and maintain equipment and resources.
- Coordinate and maintain schedules with *Senior Account Managers* and *Account Managers*.
  - Meet with the *Senior Account Manager* or *Account Manager* weekly to review schedule, issues, and needs.
  - Collaborate with *Senior Account Manager* on training & monthly education events
- Onsite client relationship management.
  - Communicate with clients while on their property and relay questions and concerns to the *Senior Account Manager* or *Account Manager*. Observe and propose improvements to a property to the *Senior Account Manager* or *Account Manager*
- In addition to planting and garden maintenance, may be required to lead and/or assist with light landscaping projects which may include duties such as: Garden renovations, demo, soil prep, and light stonework (small patios, stepper paths, etc.).
- Model core values and company code of conduct
- Other duties as assigned

### **Qualifications:**

- Proven Horticultural knowledge.
- 3+ years Experience in Horticultural/Landscape Services
- Excellent attention to detail and communication skills
- Creative problem-solving skills
- Positive collaborative attitude
- Punctual and dependable
- Ability to manage crews, time and resources
- Work outdoors in all weather
- Ability to bend, kneel and lift 50 pounds without overexertion.
- Clean driving record

### **Phillips Garden Core Values:**

- Work Ethic
- Creativity & Curiosity
- Team Player
- Integrity
- Belief in Community and Sustainability

Wage Range \$20-24 Hour  
(2023)