

## **HOW TO APPLY**

Submit your resume by emailing it to [resumes@rhdupper.com](mailto:resumes@rhdupper.com)

## **Why Work with Us?**

R.H. Dupper Landscaping, Inc. is a privately held, green industry company with a proven, 30+ year track-record of growth and stability, even during times of economic uncertainty. We are not your run-of-the-mill landscaping construction organization.

- We work with leading brands as a preferred contractor and are afforded the opportunity to work on some of the largest commercial, municipal and residential infrastructure projects in our market.
- Our reputation is built on integrity and providing top quality services to our clients. It is who we are and drives our competitive advantage.
- We pride ourselves on working smart and resourcing our employees with advanced technology and equipment in support of our collaborative success.
- We respect the individual differences of team members and structure work in a way that we collectively succeed together. We believe your success is our success.
- We strive to hire people that align with our core values and are as excited about our mission as we are. We are in it for the long haul and treat our employees accordingly. Most of our leadership team have 20+ years of tenure with us.
- We recognize that growth – professional and personal, while at work and beyond work – are important to you. It is important to us as well. As such, we have invested in our employees' growth and health and offer programs in support of those values. We offer:
  - Career Tracks for a Path Forward and Advancement Opportunities
  - Training and Development Opportunities
  - Competitive Industry Pay
  - A Competitive 401(k) Plan with a Generous Company Match
  - Paid Time Off
  - Paid Holidays
  - Health, Dental, & Vision Insurance Options

If you are interested in the green industry and looking for an opportunity to be a part of something special, we hope to hear from you! We currently have an open opportunity as a Takeoff Specialist!

## **Where**

Our office located at 1020 W Ranch Rd. Ste. 105, Tempe, AZ 85284

## **Position Type**

Permanent Full-Time

## **JOB DESCRIPTION**

### **Summary/Objective**

The Takeoff Specialist supports the estimating team by reviewing and understanding bid opportunities/requests for quotes and quantifying construction and/or enhancement takeoffs for construction projects with commercial clients, municipal clients, residential builders and HOAs. The Takeoff Specialist is part of a team that is instrumental in winning landscape construction opportunities. This is an

excellent, entry-level role for someone with an interest in construction and the green industry, and who has a desire to develop their skill set and advance their career!

**Essential Functions Include:**

- Reviews bid packages, bid instructions, and architectural drawings to develop a clear understanding of project requirements.
- Conducts highly detailed counts and quantifies all relevant elements, to include hardscape, amenities, site electrical, plants and irrigation, etc.
- Uses takeoff software overlays to identify changes from previous drawings and updates drawings and quantities.
- Identifies and documents project requirements in takeoff software and provides findings to the estimate team.

**Required and Preferred Knowledge, Skills, and Abilities**

- The ability to learn to read and understand blueprints and specifications to perform takeoff is required.
- The ability to learn and develop a proficient level of skills with construction takeoff software to perform takeoff as described.
- Geometric and mathematical comprehension are necessary.
- The ability to focus and maintain an attention to detail is required.
- Good communication and interpersonal skills are required.
- Knowledge of irrigation, construction and landscape as normally obtained through an associate degree in horticulture, construction management or related field is preferred.
- Experience navigating and utilizing construction takeoff software to quantify bids as described is strongly preferred.
- A familiarity of landscaping and irrigation construction techniques and a general awareness of plant materials, horticultural practices and hardscapes is strongly preferred

**Position Type/Expected Hours of Work**

This is a full-time position. Days and hours of work are generally Monday through Friday, 7:00 a.m. to 4:00 p.m. While there is some flexibility available for the work schedule, this position may require long hours and weekend work as needed to complete deadlines.

**EEO Statement**

R.H. Dupper Landscaping, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, ethnicity, religion, creed, sex (including pregnancy), gender identity or expression, sexual orientation, age, disability, AIDS or HIV status, genetic information, citizenship, military or National Guard status, or marital status. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**Note**

This job description does not state or imply that these are the only duties to be performed by the employee assigned to this position. Employees will be required to follow other job-related instructions and to perform other job-related duties directed by persons authorized to give instructions or assignments.

The Company will provide reasonable accommodations to employees with disabilities to help them perform the essential functions of the position. A request for such accommodation should be directed to the employee's immediate supervisor or Human Resources.

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Job Type: Full-time

**Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee assistance program
- Flexible schedule
- Health insurance
- Health savings account
- Life insurance
- Paid time off
- Retirement plan
- Vision insurance

**Schedule:**

- Day shift
- Monday to Friday

**Work Location: In person**

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process.