

Caretaker Continues to Grow!

At Caretaker we're all about our team, our partners, doing the right thing, working hard and having fun. If this sounds like a team you would love to be a part of or feel you are the right candidate, please submit your inquiries and/or resumes to: careers@caretakerinc.com.

Director of Enhancements

Classification

Exempt

Salary Grade/Level/Family/Range

\$65-85K DOE

Reports to

Vice President of Maintenance

JOB DESCRIPTION

Summary/Objective

We currently have a full time position available for a **Director of Enhancements** who will be responsible for establishing and retaining relationship with internal/external clients. The Director of Enhancements has excellent communication skills, enjoys a fast-paced environment and can juggle multiple large commercial projects.

Essential Functions

- Develop, supervise team
- Review financials, set goals, monitor job costs, Prepare and present reports to Executive team
- Selling to existing and new clients (meeting new leads w/ BD team and existing clients with account managers)
- Establish and retain relationships with the internal/external clients
- Provide projections of monthly billings and track open/potential proposals
- Provide appropriate information for getting new job numbers
- Develop Designs, Estimates and proposals (project ranging from \$1k-100k with the average being about \$8-10k)
- Schedule meetings
- Review job cost to determine a strategy for jobs going over cost
- Develop processes for estimating, purchasing, administration of Enhancement
- Project scheduling
- Send closed projects to billing by providing all details to accounting to process invoices
- Review of projected work in the schedule to determine resources, personnel needed to attain goals
- Coordinate the purchasing process

Director of Enhancements



- Coordinate and execute subcontracts
- Sets up jobs (folders, codes, maps etc.)
- Manage the department structure and set efficient financial goals
- Other duties as assigned

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position Type/Expected Hours of Work

- This is a full-time position: Monday through Friday (some overtime/weekend work may be required)

Travel – Interstate travel

Additional Eligibility Qualifications

- Proficient with computer software programs including Word, Excel and Outlook
- Knowledge of all facets of production including irrigation, spray equipment, etc.
- Ability to prioritize job duties in a fast paced environment
- Effective oral and written communication skills
- Strong work ethic
- Bilingual in Spanish and English a plus
- Valid AZ Driver's License

Other Duties

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Caretaker is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.

EOE/M/F/VET/Disability/Drug-Free/E-Verify Employer