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## Now Hiring a Tree Operations Manager

### Summary/Objective

The Tree Manager schedules and directs personnel and resources towards providing quality, cost-effective tree services to clients. They also support other divisions with estimating, design and client meetings as needed. The Tree Manager will also identify and communicate needed tree services to clients, with or without maintenance contracts.

The Tree Manager will be responsible for performance and developing these individuals and providing day-to-day operational scheduling and guidance.

### Essential Functions

- Understand client needs via regular communication with the Account Manager(s).
- Ensure that job site safety, quality and appearance meet client and Caretakers standards.
- Manage all tree services, including the coordination of all materials, people, equipment and subcontractors required to produce quality work.
- Inspect properties prior to scheduled service to properly prepare specific action plan for service. Adjust schedule as needed and follow up.
- Ensure work is executed with proper techniques.
- As necessary, perform hands-on work with crews to meet work and scheduling demands.
- Implement and enforce Caretakers policies and procedures related to proper upkeep and maintenance, storage, use.
- Work with the Director of Tree to identify staffing needs.
- Hire new crew as needed.
- Ensure proper paperwork is completed for all personnel changes and hires.
- Communicate with, counsel, train, discipline, review, and develop growth plan for employees. \* Prepare daily crew schedules and goals to be accomplished.
- Emphasize quality and efficiency of operations.
- Hands-on training and support of crew personnel, including proper operation of equipment, pruning techniques, safety, and quality standards.
- Minimize accidents to personnel and equipment.
- Monitor safety record of crews.
- Maintain and manage all required administrative systems, including time sheets, service schedules, and executed vs. budgeted performance.
- Coordinate with Director of Tree to ensure tree job databases are consistently updated with current job information.
- Order materials as needed and monitor costs and deliveries.
- Request purchase orders and use in accordance with company guidelines.

Assist the Tree Director in the performance of tree sales tasks, as required, including but not limited to:

- Review tree job performance with branch team. \* Oversee scheduling
- Manage and resolve client issues.
- Assist in maintaining training manuals and coordinate safety programs, and emergency procedures.
- Assist in employee recruiting and hiring processes.
- Manage equipment/PPE inventory.
- Requires knowledge of all knots, ropes and rigging devices
- Train and manage employees.
- Assist in equipment distribution and ordering.
- Respond to BID packages.
- Job estimating experience.

#### Skills we're seeking

- 2- or 4-year degree in a business related field or equivalent experience required.
- Minimum of 3 years of prior customer service, management, and leadership experience within an organization, the landscaping industry or local marketplace.
- International Society of Arboriculture certification required

#### Essential Job Functions

Assigns, reviews, and monitors work tasks within established timelines and standards; ensures unit priorities are implemented and are consistent with Department mission, goals, and objectives; distributes work among crew according to project requirements; ensures through subordinate supervisors, adherence to safety requirements for the protection of the public and employees.

- Valid Driver's license and ability to drive full size trucks and pull trailers/chippers

#### Work Environment

- Ability to work in extreme conditions-temperatures may exceed 110 Degrees Fahrenheit
- Ability to work in direct sunlight for extended period of time

#### Physical Demands

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; stoop, kneel, bend to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; move, lift, and carry objects weighing up to 50 pounds.

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

#### Travel

- This may require in state an out of state business travel based on business needs.

#### Required Education and Experience

- A minimum of three full years of landscape, irrigation, arboriculture
- Must display proficiency in use of landscape related equipment.
- Must be proficient in MS Windows, Word, Excel (computer desktop) and mobile devices (cell phones & tablets)

#### AAP/ EEO Statement

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

#### 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.

**APPLY ONLINE @ [caretakerlandscape.com](http://caretakerlandscape.com)**

**SUBMIT inquiries/resumes to [careers@caretakerinc.com](mailto:careers@caretakerinc.com)**

**Call 480-292-6777**

EOE/M/G/VET/DISABILITY/DRUG-FREE/E-VERIFY EMPLOYER