



Cohere Partners, Inc.
JOB DESCRIPTION

Title: Landscape Manager	FLSA Status: Exempt
Reports to: Director, Community Assets	Location: Verrado Community Association Buckeye, AZ

Summary

The Landscape Manager (the “Manager”) will serve the needs of the Verrado Community Association. The Manager will actively support the values of Trust, Reciprocity, Spirit and Legacy, while demonstrating a style of support and organization that allows stakeholder needs to be met with a high level of satisfaction. The Manager will provide a warm, welcoming, professional approach when interacting with residents, colleagues and vendors while utilizing their knowledge of landscape maintenance operations. Specifically, the Manager will monitor the landscape and operational needs of community common areas to ensure optimal care and function and, as necessary, carry out maintenance and repair functions with assistance from vendors as needed.

Scope

- Manage ongoing maintenance and installation of community landscapes; ensure the overall landscape vision is carried out through proper maintenance practices, education of homeowners and the general public.
- In partnership with the landscape service provider, establish and participate in weekly landscape service coordination meetings.
- Manage and oversee water budgets with goal of meeting fiscal responsibility, conservation standards and plant health requirements.
- Ensure proper maintenance of all landscape areas that are the responsibility of the Verrado Community Association.
- Oversee contractors to ensure adherence to contract scope and specifications with alignment to the prescribed budget for the project; seek solutions when work is not in alignment.
- Anticipate, analyze and resolve field operational problems in a timely manner.
- Manage turnover of assets, such as parks and common areas, from Developer ownership to Association ownership; participate in walk-throughs with the Developer to ensure all work has been completed and is ready for acceptance by the Association. Communicate turnover tracking information to the Director, Community Assets and Community Operations Manager for inventory tracking and budgeting purposes.
- Participate in meetings with the Developer, Board and Committees to stay abreast of project trajectory and upcoming maintenance needs.
- Collaborate with the Community Operations Manager and landscape service provider to develop landscape education series for residents.

- Fully participate in annual planning and budgeting process; develop preliminary landscape maintenance budget and schedules for review and approval.
- Closely monitor annual landscape budget against expenses to ensure alignment; recommend cost-saving measures whenever practical; code and process invoices in accordance with accounting policies.
- Manage Capital Improvement Projects specific to landscape operations.
- Respond to calls and questions from residents and stakeholders and, when necessary, meet at resident's home to provide guidance on landscape challenges, address concerns and solve problems. Interaction, education and the ability to effectively communicate with homeowners is essential.
- Carry out special projects and other tasks assigned by the Director, Community Assets and Community Operations Manager and/or Board of Directors.

Attributes

- Passion for people and ability to engage in authentic, meaningful ways
- Collaborative; predisposed to partnership and teamwork
- Personable, tactful and diplomatic
- Ability to handle tense interactions with poise
- Predisposition to problem-solving
- Flexibility and adaptability

Knowledge | Experience

- Education or experience in landscape management, construction, arboriculture and water management.
- Solid knowledge of plant palettes common to an Arizona landscape.
- Ability to communicate effectively with a team of skilled and technically trained consultants and contractors. Fluency in Spanish a plus.
- Ability to work in a team environment and on multiple projects simultaneously.
- Strong working knowledge of the local landscape maintenance industry and a broad understanding of water management are required.
- Proficient in Microsoft Excel, Word and Project applications.
- Ability to communicate with regulatory agencies in a manner that positively represents community entities
- Maintain CPR, First Aid and AED certifications.
- Must be able to lift at least 30 pounds, stay on feet for long periods of time, physically able to complete execution of duties.

Operating Principles

In furtherance of our mission team members will:

- Instill a sense of fun and enthusiasm into everything we do.
- Encourage a dynamic collaboration between internal and external stakeholders.

- Exercise tact, diplomacy and fair-mindedness in all interactions while providing exceptional customer-service.
- Reflect a work style based on inclusiveness, mutual respect, consensus-building and responsiveness to changing needs and opportunities.
- Embrace the vision, goals and aspirations of Cohere.

Cohere is an equal opportunity employer and considers all qualified applicants equally without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability status.