

Landscape Project Coordinator

Job Description

Our Landscape Project Manager works closely with our Design and Build Teams to strategize for materials procurement, production flow and scheduling, & helping to ensure projects progress smoothly.

What do we have to offer?

Here at Waterwise Land and Waterscapes, Inc. we have been making people's outdoor living visions come to life for more than 20 years. We have a fantastic group of good people that band our teams together and make our projects enjoyable to work on, with quality that we are proud to showcase – come join our team!

We also offer weekly paychecks, PTO & paid holidays, some flexible hours, no weekend work, training opportunities & fantastic crew to work with!

Duties & Responsibilities:

- Study and understand general scope of work on awarded projects.
- Assist in monitoring and maintaining project specifics.
- Track and address changes to projects in a timely manner, submit any necessary documentation
- Keep job folders up to date with most recent information; upload project information into tracking software.
- Create material submittals as needed and confirm proper approved materials are purchased.
- Participate and assist in project estimating
- Become familiar with onsite inventory and utilize on projects whenever possible.
- Coordinate daily with Leads to determine immediate project goals and needs.
- Monitor progress on current projects to help keep workflow on track.
- Occasionally meet with clients regarding material choices and options.

Requirements:

- Valid Colorado Driver's License with a record of safe driving.
- Leadership, interpersonal, and multi-tasking skills (including the handling of multiple priorities and deadlines).
- Effective organizational skills that include the ability to self-manage work and manage the work of others.
- Must be highly adaptable to the kinds of change that come along with working in an entrepreneurial environment.
- Self-starting initiative to pursue improvements and projects without substantial supervision.
- Familiarity with scheduling and local material resources for acquisition.
- Love for the outdoors and outdoor work.
- Positive and engaging attitude.

Physical Demands & Work Environment:

- The employee must occasionally lift and/or move up to 50 lbs
- This job, at times, requires stooping, kneeling, crouching, crawling, control of hand tools and powered equipment, and other work associated with landscaping.
- May be required to work in adverse weather conditions; including snow, extreme cold and heat, and other elements.

Sound Interesting?

If you're intrigued, send us a resume and references (Include prior work experience, relevant experience, relevant training/education, and professional/personal references) We look forward to meeting you!

Job Type: Full-time & Competitive Wages!