



Chestnut Hill Realty

## Horticulture/Grounds Manager (Chestnut Hill, MA)

Work for an award winning, growing Property Management company where you will have the training you need to add to your skill set, a great work-life balance, and the pay and benefits you deserve. Learn new skills and make a positive impact on people's lives every day. We are a family owned company where you are not a number, but a valued member of our team.

The Horticulture/Grounds Manager is essential to making our mission: "Managing People's Homes with Pride" possible. Successful Horticulture/Grounds Managers will have a strong knowledge of grounds maintenance, knowledge of equipment repair, excellent leadership and training skills, the ability to efficiently and safely operate all landscape and snow removal equipment, strong organization skills and good verbal and written communication skills.

Picture yourself managing a team of full time staff and seasonal contractors in all aspects of year round grounds maintenance and snow removal operations on an 80 acre, 789 town-home style apartment community in Boston. Hire, train and develop staff, conduct weekly staff meetings, set daily and weekly work schedules, production goals, design and coordination of all seasonal landscape enhancements, develop and manage an annual budget.

We provide an environment fostered by continuing professional growth through mentorship, collaboration and career development. We offer annual performance reviews with the opportunity to earn raises and advancement opportunities. We even have a Horticulture Appreciation Day every year to recognize your efforts and a way to say "Thank you".

### Responsibilities and Duties:

- Hiring, training and developing and managing and reporting on performance of staff.
- Manage the year round grounds maintenance including, but not limited to lawn maintenance, seasonal displays, tree and shrub pruning and snow removal. Oversee and work directly with the Horticulture Crew as needed and assigns tasks to foreperson and subcontractors.
- Responsible for weekly payroll processing and management of employee schedules including vacation and sick time.
- Develop, implement and maintain an effective preventative maintenance program for grounds equipment, vehicles, tools and supplies.
- Develops and maintains daily and weekly work schedules and production goals for both staff and supervisors. Conducts weekly staff meetings to ensure production goals are met.
- Trains crew members in proper operation and safety of all equipment on a seasonal or as needed basis. Must be able to understand and follow OSHA required safe work practices including wearing job appropriate PPE.
- Coordinates and assists the performance and supervision for snow removal procedures and contracts.
- Development of the annual department budget.
- Assist with the upkeep for all landscape irrigation systems.
- Orders and designs, installation and maintenance of all seasonal landscape enhancements.

### Desired Skills/Abilities/Competencies:

- A minimum of 5 years grounds maintenance experience, with at least 3 years in a supervisory position.
- High School diploma, Associates Degree and/or advance Horticultural training program is preferred.

- Pesticide Applicator License or required within 6 months of hire date.
- A valid Driver's License and satisfactory driving record.
- Association certification(s) desired, (MCLP, MCH, MCA, ISA, etc.)
- Hoisting license 2A/1C within 6 months.
- Ability to efficiently and safely operate all landscape and snow removal equipment. · Strong organizational skills with focus on proactive and preventative measures.
- Good verbal and written communication skills.
- Strong knowledge of grounds maintenance.
- Knowledge of ornamental tree and shrub pruning.
- ID knowledge of trees, shrubs, perennials and annuals.
- ID knowledge of insect, pest, disease, weeds and their control. (IPM)
- Knowledge of equipment repair and maintenance.
- Computer literacy, knowledge of Microsoft Office applications including Word, Excel, and Outlook.

### **Excellent Benefits Package:**

- Attractive total compensation package, with stable, year round work, salaried position with O.T. pay for snow removal operations
- Medical, dental, vision, 401(k) with generous employer match, 2 weeks of paid vacation, paid birthday off, PTO for volunteer hours
- Chestnut Hill Realty apartment discount
- Opportunities for professional development, and career growth
- Positive work environment

*All job offers contingent upon satisfactory background check.*