

*Design Build M­anage*

64 Bella Rd, Sylva, NC 28779 / 68 N. Main Street, Canton, NC 28716

Phone (828)586-8303 / (828)492-0837

**Position Available: Construction Operations Manager**

**ABOUT THE ROLE:**

*As a B. H. Graning Landscapes Construction Operations Manager, you will be responsible for scheduling and managing field projects related to the construction of landscapes, hardscapes, lighting and irrigation systems. Additionally, you will manage all materials and equipment necessary to progress projects and schedules. Your expertise in management of outside contractors and company crew and schedules while providing exceptional customer service will be essential in this role. This position reports directly to the General Manager. The ideal candidate will be a self-driven, disciplined, and focused professional with a minimum of one year of experience in the landscape industry.* ***A driver’s license is required.***

**KEY RESPONSIBILITIES & REQUIREMENTS:** **Manage and supervise all facets of the construction department, to include but not limited to:**

* Job/Project Scheduling for multiple crews
* Crew set up and employee schedules.
* Material Deliveries before and during projects to keep progress moving forward.
* Equipment/ Truck scheduling
* Customer Relations and Communication – before, during and after projects
* Communication and scheduling updates with other contractors
* Invoicing approval

**Position Requirements:**

* Driver’s License (*CDL Preferred*)
* Understanding of computer programs including Excel and Outlook.
* Dedication to learning operating software: Aspire
* Experience in leadership.
* Ability to work within a team environment.
* Dependability
* Strong communication skills
* Ability to read landscape plans and construction documents.
* Willingness to work weekends and outside of routine business hours as required for job completion and issues that arise.

**WHAT WE OFFER:**

* $60,000 - $75,000 annual salary *(based on experience and interview) with additional benefit/incentives package* Opportunity to work with an established company in the landscaping industry.
* A supportive and collaborative work environment
* Opportunities for growth and advancement within the company

*If you're ready to take on this challenging and rewarding role, we would love to hear from you! Apply today and become a part of the B. H. Graning Landscapes, Inc. team.*

To apply, please submit your resume and cover letter to *info@bhglandscapes.com* or visit our website at *bhglandscapes.com/apply/*

B. H. Graning Landscapes, Inc. is an equal opportunity employer committed to diversity and inclusion in the workplace.