



**FRIDAY HARBOUR™**  
*All Seasons Resort*

**Job Title:** Landscape Manager

**Division:** Property

**Department:** Landscaping

**Responsible To:** Chief Property Officer

**Role Summary**

Reporting to the Chief Property Officer, this position is responsible for the maintenance and development of property grounds to ensure a pleasant appearance. The Landscape Manager is responsible for overseeing the Landscaping team. This role is responsible for the coordination of the day to day maintenance and upkeep of the resort grounds, interior plants and other plant materials on property in a fresh, neat, healthy and presentable condition.

**Responsibilities**

- Responsible for maintaining the resort grounds including lawn care maintenance, irrigation, horticulture knowledge, landscaping design, pruning techniques, weed and pest control and equipment maintenance
- Responsible for equipment and vehicle inspection, fueling and maintenance coordination
- Responsible for snow removal and ice management process for the Resort
- Uphold the appearance of fountains, planters, or other grounds features by cleaning, replacing or making repairs
- Maintain the appearance and safety of sidewalks, driveways, cart paths, or parking lots by filling in cracks, holes, and making other repairs
- Responsible for the coordination of outside contractors or internal assistance that may be needed
- Walk the grounds daily to ensure clean up and job assignments are being followed
- Maintain cleanliness of work areas throughout the day, practicing clean-as-you-go procedures
- Effectively manage and track project budgets to ensure completion within budgetary constraints
- Ensure scope of work detailed in contract is completed in a timely manner
- Adjust work schedules as appropriate to ensure optimal staffing levels, and the timely completion of projects on budget
- Measure and prepare quotes for potential customers
- Allocate work and equipment to crews as appropriate
- Ensure that all workers are trained in the safe operation of the equipment they are using, and use appropriate personal protective equipment
- Record damage to equipment
- Ensure that all equipment is maintained and safe for operation, using qualified maintenance personnel to complete the work
- Coordinate and participate in the proper care of landscaping and grounds to include trimming, edging, weeding, pruning of trees and shrubs
- Operate weed eaters, power edgers, power mowers, backpack sprayers, hoes, shovels, hand tools and related landscape equipment as required



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- Ensure all beds, lawns and plantings are properly watered, fertilized and cared for in such a manner as to promote healthy growth
- Ensure flower beds, baskets, and boxes are maintained by watering, removing weeds, trimming, and performing other maintenance
- Inspect assigned areas for plant damage, disease, soil erosion, or landscape problems
- Identify plants, insects, pests and diseases as appropriate
- Responsible for ensuring equipment is washed, clean and re-fueled after use
- Recommend corrective actions such as removal of plants or remedial treatments as appropriate
- Provide advanced technical guidance to grounds personnel in the proper maintenance and care of shrubs, trees, flowers and groundcovers
- Instruct workers in cultivation requirements for decorative plantings and ornamental beds
- Recommend permanent and seasonal plantings as appropriate, to include plant selection and plant procurement
- Assist in the development and implementation of new landscape plans
- Maintain field and project maintenance records as directed, prepare reports and analyses as requested
- Participate in the selection, hiring and training of new staff
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Competencies**

- Business acumen and positive mindset
- Communication/logistics management
- Organizational effectiveness
- Results oriented relationship builder
- Independent but collaborative when necessary

### **Characteristics**

- High energy, passionate and resilient
- Game changer/high impact team player/unfazed by change or adversity
- Humble and good sense of humour
- Executive maturity, professionalism and presence
- Smart, courageous, leader

### **Requirements**

- High School Diploma required
- Post-Secondary education in Botany or Horticulture preferred
- 5 years of direct work experience in landscape maintenance leadership role



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- Ability to read blueprints, schematics, field drawings and plans
- A valid Canadian driver's license is required (a satisfactory driver's abstract is required as a condition of employment)
- Ability to read and interpret documents such as safety rules, safety awareness information, operating and maintenance instructions, and procedure manuals
- Knowledge of toro irrigation system and herbicides and fertilizers and insecticide licensing
- Must possess excellent customer service skills
- Strong verbal and written communication skills
- Detail-oriented and works with a high degree of accuracy
- Ability to multi-task in a fast-paced environment
- Must be extremely responsible with integrity and ability to maintain confidentiality and discretion

### **Working Conditions**

- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move over sloping, uneven or slippery surfaces
- Significant exposure to varying weather conditions
- Move through narrow, confined or elevated spaces
- Move up and down a ladder
- Will encounter obnoxious smells
- Will encounter hazardous materials, dangerous or toxic substances and chemicals
- May encounter excessive noise from engines and equipment

Friday Harbour is an equal opportunity employer committed to hiring a diverse workforce. Friday Harbour is also committed to providing accommodations for people with disabilities. Upon request by the applicant, accommodation will be provided in all parts of the hiring process. Please contact the Human Resources department with any accommodation requests.