

PROJECT MANAGER & ESTIMATOR

APPLY AT WILLOWGROVELANDSCAPE.COM/CAREERS

ABOUT

WillowGrove is a four year old landscape design, build, and maintain company proudly serving the Northshore communities. The culture at WillowGrove is based on the six core values of Integrity, Passion, Service, Quality, Teamwork and Relationships. Our mission is to enhance the lifestyles of our community both within our company and by serving our clients. WillowGrove is growing fast and we are looking to add crucial leadership positions to the team to set a foundation for future growth and high quality projects.

POSITION | Project Manager/Estimator

The Project Manager/Estimator will serve as the liaison between the design department and construction department. Working in close coordination with the Director of Design Build, this versatile role will have a range of responsibilities including, but not limited to, the following: ensure work is being done according to plan, estimate projects using LMN software, source and purchase materials, provide schedules for projects, construction observation, and quality assurance.

ROLES AND RESPONSIBILITIES (but not limited to):

LEADERSHIP

- Foster a culture that promotes ethical practices, retains and motivates a diverse group of top-quality employees at all levels and encourages individual integrity while remaining customer focused and service driven.
- Support and participate in the development, refinement and implementation of best practices in all areas of operations, fleet and safety.
- Support design and sales team with solid production knowledge and service as well as assist in identifying and estimating enhancement opportunities.

MANAGEMENT

- Estimate projects and coordinate deliveries with vendors
- Coordinate and schedule subcontractors
- Ensure compliance with contract specifications and maintain customer satisfaction.
- Complete all field reporting and documentation accurately and in a timely fashion.
- Monitor jobs for deviations in schedule, hours, costs or execution and communicate to customers and associates as necessary.
- Handle and submit all paperwork associated with change orders, receipts, payroll and vehicle/equipment service records
- Regularly review blueprints, grading plans, construction drawings, contracts, codes and regulations, proposals with the Design Department
- Create project schedules (Gantt charts) and lead weekly production meetings

ADDITIONAL INFO:

- Compensation will be based on experience and value added to the company
- Qualifications: A positive attitude, Estimating and Project Management experience in the construction field preferred
- Benefits: Great Culture, Team Building, Health Insurance, Dental & Vision, Career Advancement, Work-Life Balance, 401k, Paid Time Off, Gas Allowance

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WILLOWGROVE
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