

STRATHMEYER

LANDSCAPE

Job Description – Residential Designer/Consultant

This position is responsible for a complete variety of professional landscape design assignments, including the review and evaluation of all pertinent design and bid information and details ensuring Strathmeyer Landscape and our client has a full and complete understanding of the project scope. At Strathmeyer Landscape our Residential Designer/ Consultants oversee the job from the start to a successful completion. Our Team Members understand, agree to, and implement Strathmeyer Landscape's Vision Statement and Core Values.

Design, Sales and Customer Service:

- ❖ Meet with customer to understand their landscape needs/likes/dislikes
- ❖ Understands and follows Company's vision of the "Ideal Project"
- ❖ Responsible for ensuring margins and profitability meet or exceed company established budgets
- ❖ Prepares preliminary design, working drawings, specifications and cost estimates. Provide high quality designs that meet or exceed client's needs. Generate fair, thorough and accurate design proposals
- ❖ Communicate the design and installation process to clients to help ensure realistic expectations
- ❖ Follow up with clients before, during and after installation takes place

Administrative Responsibilities:

- ❖ Submits all Proposals accurately and on time to our clients
- ❖ Completes all necessary paperwork/documents for the project – i.e. internal and external
- ❖ Consistently manages proposal sales cycles in Asset software system
- ❖ Communicate timelines, change orders and other project information to sales and leadership team effectively and timely

Project Responsibilities:

- ❖ Communicate design intent to Operations or Crew Leader before beginning project, by attending "morning meeting's and assisting with layout as required; explaining special details or nuances of the installation to maximize crew's productivity
- ❖ Revise plans and estimates according to project changes and communicate such along with any price change accordingly
- ❖ Proactively coordinate with Purchasing Manager to ensure all materials and equipment are procured And delivered in time to meet schedule
- ❖ Track all expenses on jobs, ensuring proper entry of time, materials and subcontractors for each
- ❖ Review project specific specifications and prepare follow-up questions and responses
- ❖ Prepares all needed documents prior to presentation day including load sheets, copies of drawings and directions
- ❖ Prepares a complete estimate of all associate costs and submits for review and approval

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Project/Pass-off Responsibilities:

- ❖ Ensure all project documents are filed and stored appropriately in both electronic and paper files
- ❖ Upon sale and closing of a project ensures all internal teams have the necessary knowledge, information and tools to begin processing and scheduling the work
- ❖ Review all final client documentation to ensure it is complete, accurate and represents the scope that was bid

Other Responsibilities:

- ❖ Supports the Purchasing Department team with sourcing materials, vendors and subcontractors
- ❖ Supports the Operations Team on production planning
- ❖ Supports Team with asset management – i.e. equipment, trucks and subcontractors etc.
- ❖ Design model homes for existing client base or new builder leads
- ❖ Design marketing show booths and man booths during show hours
- ❖ Continually network for the company and attend business functions as required
- ❖ Work with coworkers to create new marketing plans and carry out plans put in place
- ❖ Attend monthly Individual Sales meetings and monthly Departmental Profitability meetings
- ❖ Ensure cleanliness and care of Company owned property, equipment and vehicles
- ❖ Other tasks as assigned

Skill-set, Experience and Knowledge:

- ❖ Able to work with various software programs – i.e. Microsoft Excel, Word, PowerPoint, Outlook, Dynascape (or equivalent) Google Earth, Blue Beam, and Map Point. ASSET experience a plus (+)
- ❖ Excellent math skills
- ❖ Excellent communication skills both written and verbal
- ❖ Excellent phone skills
- ❖ Ability to resolve issues timely and accurately
- ❖ Confident in abilities to interact with people of all personalities
- ❖ Highly developed organizational skills and demonstrated ability to multi-task and manage multiple projects and priorities simultaneously
- ❖ Knowledge of the principles and practices of landscape design
- ❖ Knowledge of costs and uses of construction materials in landscape design
- ❖ Knowledge of inspection techniques and procedures
- ❖ Knowledge of plant material and horticultural practices
- ❖ Ability to make accurate drawings to scale from sketches, design drawings, and verbal instructions and an ability to prepare complete plans, specifications, schedules, and cost estimates
- ❖ Knowledge of surveying and engineering principles
- ❖ Service industry experience a must – greens industry experience a plus (+)
- ❖ General business knowledge

Educational and/or Experience:

- ❖ Minimum of Five (5) years of estimating and design experience
- ❖ Minimum four (2) year degree in landscape design, construction and/or architecture or related discipline with five (5) plus years' experience