



## Director of Operations

### Profile & Job Description

At Ashton Manor, we believe in providing a great place for our employees to work and great customer service for our clients. We do large-scale, full scope of service commercial and environmental mitigation projects, and our roots run deep in our community. We are looking for a dynamic, seasoned Landscape Director of Operations to develop and lead our ever-growing staff. Other qualities include:

- Excellent verbal and written communication skills
- Strong leadership and coaching skills; ability to bring out the best in their crews
- Proven track record of developing a safety culture
- Passionate about taking care of our clients
- Embraces and personifies the “AME way”
- Delivers results
- Excellent computer skills, especially MS Office
- Working knowledge of the Spanish language and our industry is preferred

### Duties / Responsibilities

1. The Landscape Director of Operations promotes a safe work environment and culture through implementation of Company Fundamentals & strict adherence to the Company Safety Program
2. Evaluates, reviews, improves current production/operational procedures and creates new ones as needed
3. Oversees day-to-day activities of production, purchasing, and fleet management departments
4. Ensures all projects are completed on time and on or under budget
5. Identifies challenges and develops solutions to help improve efficiencies at all levels of the company
6. Establishes KPI's to benchmark and target areas to improve overall department performance
7. Mentors and coaches our people in client retention, customer satisfaction to project management in an effort to increase add-on sales to projects in progress
8. Promotes effective communication and reporting to enhance all aspects of the production side of the business. (i.e. improved efficiency around job routing, scheduling, etc.)
9. Maintains strong relationships with clients to drive sales in all areas of the company Comm/Res/Env/Arboriculture/Grounds maintenance/Snow
10. Continually evaluate & introduce new ideas for improving processes, efficiencies, and revenue
11. Consistent line of open communication between Pres. and VP

If this sounds like the opportunity for you, please [apply here](#) and send resume and a professional cover letter to the attention of Laura Makepeace.

We look forward to hearing from you!

Ashton Manor Environmental, LLC