



INTRINSIC

landscaping

Job Description:

Maintenance Supervisor

Intrinsic Landscaping, Inc. of Glenview, IL is a green roof specialty company and is looking for a motivated candidate to serve as Maintenance Supervisor. Please send all inquiries by email to greenroofer@intrinsiclandscaping.com. The position is available immediately.

Title

Maintenance Supervisor

Work Hours

Full time position: 40-50 hrs./ week

Previous Experience

5 years in a related field preferred (foreman, project leader, or technician in a related field)
4-year college degree in Soil Science, Horticulture, Turfgrass Management, or Ecology

Necessary Skills

Crew management and organization for green roof maintenance, landscape maintenance and some construction
Soil sampling and diagnosis
Maintenance-related gardening and horticulture skills
Microsoft Office (Outlook, Word, and Excel)
Quickbooks
Comfortable with Phone and Email Correspondence, politeness is very important to Intrinsic!
Quality oriented and a great attention to detail
Bilingual is a plus

Tasks

Polite and knowledgeable interaction with clients, vendors, and co-workers
Organize 2-3 Maintenance Crews
 Schedule at-grade and green roof maintenance
 Diagnose and execute maintenance needs of both environments along with Intrinsic management
Execute and improve corporate safety program
Weekly Maintenance Meetings
 Report to Intrinsic management team
 Evaluate performance of maintenance program/ compliance with manufacturer requirements
 Evaluate performance of specific green roof projects
Quickbooks Data Entry
 Create and follow through with Purchase Orders, Job Estimates, and Invoices
Organize Electronic and Physical Files
Maintain Online Calendar
Payroll Reconciliation

Compensation

35,000 annually
Benefits TBD after 6 months
Seasonal Bonus available for exceptional performance