



## **JOB DESCRIPTION**

### **SHOP MANAGER**

The Shop Manager will be responsible for oversight of the shop facility, materials, tools, and equipment for horticulture (landscape gardening) at Binkley Horticulture. The Shop Manager has an understanding horticulture and possesses knowledge of plant materials. The Shop Manager reports directly to the Operations Manager of Binkley Horticulture. The Shop Manager works directly with Head Gardeners to ensure the successful completion of project installations and ongoing maintenance. The Shop Manager is supported by Administration with certain aspects of their responsibilities.

#### **Job Responsibilities**

- Manages the receiving and inventory of all plant and landscape materials.
- Manages the distribution and inventory of all plants and landscape materials.
- Manages shop facilities with strategic layout for receiving and distribution of plants and materials.
- Manages the inventory of all tools and equipment.
- Assists in vehicle and machine, inspections, repairs and maintenance.
- Assists in performing and/or coordinating any repairs to shop facilities.
- Working directly with Operations to understand production.

#### **Physical Demands:**

- Ability to lift and carry materials up to 50 pounds.
- Frequent standing, walking, bending, kneeling, and crouching for extended periods.
- Working outdoors in various weather conditions (heat, cold, rain).
- Ability to operate and handle gardening tools and landscaping equipment safely.
- Manual dexterity for handling plants, tools, and materials.
- Ability to move and navigate through uneven terrain such as gardens, wooded areas, or landscaping sites.



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### **Essential Functions:**

- Efficiently coordinate, schedule, and supervise gardening crews.
- Accurately estimate job materials, costs, and orders.
- Ensure quality control and adherence to company standards.
- Maintain positive client and vendor relationships.
- Provide clear communication and collaboration with internal teams (Operations Manager, Client Relations Manager, etc.).
- Oversee safe operation of equipment, tools, and materials.
- Ensure compliance with safety regulations and workplace policies.