

**TruNorth Landscaping**  
**Landscape Designer**  
**Design & Estimating Team**  
**Job Description**

**Overview**

The Landscape Designer responsibilities include the management of new client leads (commercial and residential), design and estimation of outdoor landscapes and spaces (softscape and hardscape), successful project hand-off to Project Managers, and client/relations management throughout and after project completion.

As a Landscape Designer, you should be well-versed in horticulture and landscape design, be able to provide and follow instruction, problem-solve, and have excellent written and oral communication skills. Additionally, a Landscape Designer should be continuously expanding his/her knowledge of landscape design principles, practices and trends, including horticulture.

**Position Requirements:**

- At least 18 years of age;
- Valid Driver's License with a clear driving record;
- Ability to obtain Chauffeur's License within first 90 days of employment;
- Landscape construction and/or installation field experience;
- Demonstrated ability in site analysis and design details;
- Strong customer orientation and ability to effectively adapt and respond;
- Fluent in basic computer applications, including Microsoft Office Suite Products (word, excel, Outlook);
- Careful attention to detail and accuracy;
- Leadership skills; and
- Clear communication, organization, and presentation skills.

**Preferred credentials and experience:**

- Qualified landscape designer with at least 1 year of experience as a landscape designer or landscape architect;
- Professional landscape design certification or Green Industry related degree;
- Other industry-related or design-related credentials;
- Shoreline restoration professional certification;
- Certified Green Industry Professional (CGIP) certificate;
- Well-versed in Dynascape software;
- Chauffeur's License.

**Landscape Designer Primary Responsibilities:**

- Manage new client leads, for both residential and commercial projects and services.
- Manage, and produce designs for landscape construction (hardscape and softscape) projects.
- Champion the sales/estimating process for all new landscape construction leads.
- Prepare unique, high-quality designs that fit the wants/needs of the client and space.
- Effective compilation of site analysis during the estimation phase.
- Preparation of and the ability to give verbal and visual presentations to clients, boards, business representatives, etc.
- Prepare estimates, proposals, contracts and change orders.
- Prepare/submit building and environmental permits, as needed.
- Arrange Miss Dig site marking of properties, 5 days before anticipated start date of the project.

Employees should be able to perform the essential job functions with or without a reasonable accommodation. TruNorth Landscaping is an equal opportunity employer. This job description is subject to change at any time.

- Arrange for Porta Potty delivery prior to scheduled start, for projects taking more than 1 week to complete.
- Foster and continuously improve client relationships throughout and after project completion.
- Communicate timelines and production goals for your projects with Project Managers, General Manager and clients.
- Facilitate weekly sales/estimating meetings.
- Participate in weekly construction scheduling meeting.
- Ensure client satisfaction throughout and upon project completion.
- Educate clients throughout design and installation, including plant care instructions.
- Seek out ways to continuously improve the Design and Estimating functions.
- Promote and support the culture of the company in a positive and professional manner.

Job type: Regular, full-year position