

Landscaping Business Owner Job Description Template

Company Overview

Brief company background, mission, and work environment description.



Position Overview

We are looking for a highly driven landscaping business owner to lead and grow our operations. This role is responsible for overseeing day-to-day business management, supervising staff, maintaining client relationships, and ensuring high-quality landscaping services. They will manage everything from financial planning and project oversight to marketing, customer service, and operational efficiency.

The ideal candidate is an experienced leader with a strong background in landscaping or related trades. They excel at strategic decision-making, team development, and hands-on problem-solving. They should be equally comfortable managing business operations and working in the field if needed.



Key Responsibilities

Business Operations & Leadership

- Oversee daily business operations and ensure projects are completed on time and within budget.
- Develop and implement long-term business goals, growth strategies, and service offerings.
- Manage staffing needs, including hiring, training, scheduling, and performance evaluations.
- Create and maintain operational policies, procedures, and safety standards.
- Ensure compliance with local, state, and federal regulations.

Financial Management

- Prepare annual budgets, track expenses, and manage cash flow.
- Review financial reports and adjust business strategies accordingly.
- Manage pricing, quoting, and invoicing for all services.
- Evaluate vendor contracts and negotiate cost-effective agreements.

Client Relations & Sales

- Build and maintain strong relationships with new and existing clients.
- Provide consultations, create service proposals, and close new business opportunities.
- Address client concerns and ensure high levels of satisfaction.
- Engage in marketing initiatives, community outreach, and networking to expand the customer base.



Project & Field Oversight

- Supervise landscaping projects to ensure quality, safety, and efficiency.
- Coordinate equipment, materials, and logistics for job sites.
- Conduct site inspections and ensure adherence to project specifications.
- Support crews with problem-solving or hands-on assistance when needed.



Qualifications & Skills

Education & Experience

- Proven experience in landscaping, grounds maintenance, horticulture, construction, or related fields.
- Previous leadership or business management experience required.
- Associate's or Bachelor's degree in business, horticulture, landscape management, or related discipline is a plus but not mandatory.

Skills

- Strong leadership and team-management skills.
- Excellent communication, negotiation, and customer-service abilities.
- Proficient in budgeting, scheduling, quoting, and operational planning.
- Ability to read site plans, blueprints, and project specifications.
- Strong organizational skills and attention to detail.

Physical & Operational Requirements

- Ability to lift 40–50 lbs as needed.
- Comfortable working outdoors in varying weather conditions.
- Willingness to perform fieldwork or operate landscaping equipment when required.
- Valid driver's license; ability to drive work vehicles or trailers preferred.



Working Hours

- Employment Type: Full-time; may be owner-operator or managerial leadership role.
- Schedule: Typically Monday–Friday, with occasional weekends during peak seasons.
- Seasonality: Workload may increase during spring and summer; reduced hours or administrative focus during winter months depending on service offerings.

Compensation

- Competitive pay structure, which may include salary, profit-sharing, or owner draw depending on business setup.
- Benefits may include health insurance, paid time off, company vehicle use, retirement plans, or professional development opportunities.
- Additional perks may include performance bonuses, equipment allowances, or flexible scheduling.

To apply, please submit your resume and cover letter to [contact information].

