

## **Vancouver Residential/Commercial Manager**

VI Tree Service is a rapidly growing company that takes pride in understanding that our most valuable assets are our employees. We are a company that encourages the personal and professional growth of our team members, and understands the importance of a healthy work-life balance. We do our absolute best to train internally and promote from within, providing opportunity for our employees to advance and grow in their positions.

### **Salesman**

40-50 Hours per Week

Salary + Performance Bonus

Company vehicle supplied

Group Health Insurance Benefits

### ***Job Description***

Reporting to the company's owners and CFO, the manager of operations will manage the overall division including but not limited to:

- Sales generation and customer development, including on-site assessments of potential customer site locations
- Maintaining positive business relationships to ensure future sales
- Performing cost-benefit analysis of existing and potential customers to ensure profitability of jobs sold
- Planning, assessing, costing, preparing, and submitting contract bids
- Scheduling crews and units, and comparing planned hours to actual hours of production
- Reschedule jobs that have previously been scheduled only when customer wants it changed, and it will be rebooked with the same crews
- Confirm the crews completed the job, reschedule work if not finished or change the work order to invoice if finished
- Monitor hours on a day job, making sure we don't go over quote estimate time (est 3 days only do 3 days) unless we discuss with customer and have permission to do extra days. If extra days are approved office should be informed or quote changed so the invoice is correct
- Contact customer when we can't show up to site
- Booking flaggers to ensure that they are booked, and job is booked on schedule
- Updating completed jobs
- Scheduling of all emergency jobs
- Ensuring equipment is maintained and utilized efficiently
- Manage hiring process, including ensuring appropriate paperwork (hiring package, young workers inspections, orientations, etc.) is completed and submitted to office for all new employees
- Ensuring Company Safety procedures are understood and followed by each employee in department
- Completing monthly crew inspections and near-miss reporting, and submitting documentation to office
- Attending safety meetings and reporting to office
- Reporting incidents to both Directors (immediately) and WorkSafe via Form 7, completing incident investigations, and follow-up investigations
- Ensuring crews are preparing daily vehicle inspections

- Communicating with office to ensure all invoicing gets sent
- Managing production to ensure that monthly sales targets are met
- Managing department expenditures to ensure minimum profit margin targets are met
- Reports directly to the Company Directors Environmentally Responsible Tree Service ~  
Creating a sustainable future for our forests and its inhabitants

### ***Required Experience***

- Vegetation Management experience – significant understanding of vegetation management requirements of a residential tree care operation
- Knowledge of plant identification, riparian and bio-geographical mapping techniques
- Strong computer competence – GIS mapping software experience and ability to self-teach new software
- Microsoft Office experience – including Microsoft Excel
- Class 5 Drivers License
- Strong leadership, communication, and organizational skills
- Project management experience
- Ability to effectively monitor production performance

### ***Beneficial Education and Experience***

- Degree in life sciences, forestry, resource management, or equivalent
- Professional Forestry Designation
- Project Management Professional
- Certified Utility Arborist (CUA), Utility Tree Trimmer (UTT) or other arborist trade certificate
- ISA Certified Arborist/Utility Specialist
- Tree Risk Assessment Qualification (TRAQ) and/or Wildlife Danger Tree Assessor

Job Types: Full-time, Permanent

Salary: \$95,000.00 to \$120,000.00 /year

COVID-19 considerations:

We are practicing all COVID-19 procedures set out by health Canada

Please reply to [Service@vitree.ca](mailto:Service@vitree.ca)