



**Maintenance Production Manager**  
**POUL'S LANDSCAPING & NURSERY, INC.**  
**Long Grove, IL**

**SUMMARY**

Poul's Landscaping & Nursery is a family owned and operated landscape and nursery firm located in Long Grove, Illinois. We are currently seeking a responsible, self-driven candidate who is looking to develop as a professional in the landscape industry. The position of Summer Intern will be employed with Poul's Landscaping & Nursery from month of May through August, dates may vary. Successful candidates will enjoy working within a small office atmosphere, friendly, and family owned and involved management. This position has the potential to become a salaried position.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The successful candidate will be working under the supervision of the Maintenance Manager, Jonathan Lee. Even though the role of Summer Intern will be primarily devoted to the Maintenance Department, it is our goal to allow him/her to experience all facets of the business. They will spend time in our landscape construction department, nursery, and also in the office.

Primary roles of the position will be, but are not limited to:

1. Crew laborer and supervision
2. Quality control
3. Monitor jobs and take note of issues or potential issues in respect to plant/turf problems
4. Client interaction
5. Fertilizer/Chemical applications
6. Equipment operation

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

The role of Maintenance Production Manager is a multi-faceted one where every day will bring a different job or task. They will evolve to the point where he/she will assist in management of landscape maintenance jobs, seasonal color design/selection/installation, assist in designing/estimating enhancement plantings, estimating and sales of maintenance projects, and perform managerial tasks.

**SUPERVISORY RESPONSIBILITY**

Staff that would be reporting to this position:

1. Maintenance Crew Foreman – this person guides/manages workflow on job sites
2. Maintenance Crew Laborer – this person provides manual labor to complete tasks on job sites

**EDUCATIONAL REQUIREMENTS**

Minimum level of formal education desirable to successfully perform the duties of this position:

- HS Diploma
- Pursuing Bachelor's Degree
- Bachelor's Degree
- Master's Degree
- PhD

**KNOWLEDGE AND SKILL REQUIREMENTS**

Strong candidates should either be a recent graduate or currently enrolled in a Horticulture or Landscape Design/Architecture program or related field at an accredited college or university. He/she must possess the ability to perform and/or the desire to learn all maintenance tasks ranging from basic tasks such as operating lawn/garden equipment and weeding to more skillful tasks such as various pruning technique(s) and perennial care in order to train and advise field staff. Other skills such as account management, sales, and estimating are preferred but not mandatory. Spanish speaking is always a plus.

**WORKING CONDITIONS**

Being an employee in the landscape industry, one has to be able to acclimate to a high-paced working environment. Working hours begin at 6:30a.m. and finish the day around 4:30p.m. depending on work load each day. The Maintenance Production Manager must be able to lift 50+ lbs and be able to withstand bending over for considerable amounts of time.

Please contact Jonathan Lee ([jon@pouls.com](mailto:jon@pouls.com)) with a cover letter, resume, and list of references.