



DO YOU LOVE TREES?

**DOES TALKING ABOUT SOIL
MICROBIOME GET YOU EXCITED?**

WE'RE HIRING

Tree Planting Manager



- Base salary supplemented by commission earnings
- Company vehicle provided for work related travel
- Comprehensive health, dental, and vision insurance coverage
- 401(k) retirement savings plan
- Paid time off
- Access to professional development opportunities
- Potential for internal career advancement

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Tree Planting Manager

Pay: Salary + Commission - Full Time

About Us:

We love trees! Texas Tree Surgeons is a woman owned, locally owned and operated full-service tree care company with more than 20 years of experience in caring for urban trees in the DFW metroplex. We've built our reputation on exceptional tree care, scientific expertise, and a genuine passion for preserving and expanding our urban forest. Education is a part of our culture. We invest in our team through ongoing training, professional development, and opportunities to continuously expand your knowledge. If you're the type of person who gets excited about selecting the right tree for the right location, appreciates healthy soil biology, and takes pride in creating landscapes that will thrive for generations, we'd love to meet you.

Job description:

Do you love trees? Can you tell a white oak, from a red oak? Does talking about soil microbiome get you excited? This position is for those who are seriously in love with trees and adding to our urban forest.

This full-time Tree Planting Manager position manages all aspects of tree planting; selection of premium nursery stock, wholesale relationships, customer service, training, scheduling, and quality control of tree planting.

This is a key administrative position providing comprehensive coordination, scheduling, dispatching, customer support, and on the field consultation. It is an ideal position for someone who enjoys balancing field work with operations. You'll spend time visiting wholesale nurseries, working with customers and arborists, coordinating installations, and occasionally assisting crews in the field to ensure every tree is planted to the highest standards.

You will play a key role in helping homeowners, businesses, and municipalities grow healthier, longer-lasting landscapes throughout North Texas.

This position is 15 % on site at the Garland HQ and will require some driving to manage vendor relationships and assist in planting on sites as needed.

Tree Planting Managing & Scheduling

- Visiting wholesale sites to review stock and maintain quality control
- Coordinating tree planting orders and communicating with vendors.
- Scheduling and optimizing tree planting, ensuring all job details are accurate and up to date.
- Send day-ahead confirmations to customers via text or email as needed.
- Monitor our customer management system and all pertinent details on ServiceM8 to ensure all details of the job order are annotated correctly.
- Pay attention to the weather forecast and adjust the schedule accordingly.
- Monitor tree planting tools and swag and inform correct personnel when items are low.

Customer Communication & Support

- Respond to customer emails promptly and professionally.
- Be available and responsive to arborists and tree planting crew throughout the day for assistance with job-related needs.
- Answer tree planting questions when customers reach out with concerns.
- Assist with tree planting on site when needed.
- Financial & Administrative Duties
- Invoice Tree Planting jobs each morning and approve invoices for transfer to QuickBooks.

Team Support

Provide assistance to the Consulting Manager and Operations Assistant with any additional tasks or projects as needed when planting season is slow.

Skills / Requirements:

- Urban forestry, horticulture, or natural sciences related degree preferred, but not required.
- Minimum 1 year of experience in customer service or management.
- Ability to communicate effectively, both orally and in writing in English.
- Proficiency in Microsoft Office Suite, Google Workspace, and CRM software
- Proven ability to take ownership of responsibilities and execute tasks with little immediate oversight and direction.
- Exceptional ability to learn independently and swiftly adapt to new tasks, environments, and technology.
- Strong problem-solving skills with the ability to address challenges proactively.
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Preferred Qualifications:

Candidates holding a degree in arboriculture, urban forestry, natural resources, or plant-related sciences. Ability to communicate in both English and Spanish is highly desirable.

Benefits

- Base salary supplemented by commission earnings
- Company vehicle provided for work related travel
- Comprehensive health, dental, and vision insurance coverage
- 401(k) retirement savings plan
- Paid time off
- Access to enrichment courses and professional development opportunities
- Potential for internal career advancement
- Collaborate with a team of skilled arborists who truly love trees
- Contribute to the enhancement of our urban forest in North Texas