



959 South Kipling Parkway, Suite 200
Lakewood CO 80226
Ph: 303-758-6672
www.coloradonga.org

Job Posting

Plant Installation Coordinator & Interdepartmental Support

Tagawa Gardens

Date Posted: February 14, 2025

LOCATION: Tagawa Gardens – 7711 S Parker Road, Centennial, CO 80016

STARTING PAY RANGE: \$23.00 - \$25.00 per hour

Tagawa Gardens is seeking a dedicated, experienced Plant Installation Coordinator to oversee, and lead, the in-ground installation of trees, shrubs, and perennials, including garden maintenance and seasonal watering. The position of Plant Installation Coordinator is categorized as a Full-Time, Year-Round, hourly, non-exempt position. Scheduled days and hours within the department vary based on department needs. Flexibility on weekends is required. Must be available to work weekends and overtime, when necessary, especially during peak season. The Plant Installation Coordinator reports directly to the Garden Service Coordinator.

ESSENTIAL JOB FUNCTIONS/RESPONSIBILITIES

- Install trees, shrubs, perennials, and annuals in residential and commercial landscapes
- Lead a team to ensure proper planting and plant care
- Maintain clear communication with clients
- Process all client paperwork correctly by end of day
- Visit multiple residential sites on a daily basis
- Demonstrate strong organizational skills and time management
- Experience and skill in planting and gardening for all ranges of clientele
- Perform seasonal garden maintenance
- Report any potential irrigation leaks/problems to management
- Load and unload materials and supplies (requires lifting in excess of 60lbs or more)
- Maintain cleanliness of planting site and all landscapes, including weeding, trash removal, etc. Site must be as clean or cleaner than how we found it
- Represents Tagawa Gardens' values and upholds standards for a strong company image.

COMMUNICATION

- Facilitate client communication prior to arrival and while at planting site
- Maintain ongoing communication with the Garden Service Coordinator
- Exercise positive communication with Tagawa team and planting crew

INTERDEPARTMENTAL SUPPORT



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- Fulfills other seasonal interdepartmental duties as assigned
- Will assist with garden center maintenance indoor and out, snow removal, etc. as needed seasonally and provide support to other departments as needed

CLEANING AND SAFETY ADHERENCE

- Maintains clean, organized, and safe work environment
- Recognize and resolve any hazards which may cause a safety issue
- Know the location of SDS and SARA information and understand and follow the instructions
- Adhere to all safety rules, regulations, and understand the Hazardous Communication Program
- Keep planting trucks clean and organized every day. Report any maintenance issues.
- Consistently check all tools for cleaning and sharpening
- Demonstrate consistent commitment to safety standards at all times, including safe driving practices

WORKING CONDITIONS

- Expected to work outside of normal retail hours
- Expected to work independently and as a team member.
- Exposure to outdoor weather conditions varies and includes inclement weather (rain, snow, heat, cold)
- Physical stamina and mobility including reaching, kneeling, squatting, crouching, bending, and crawling

In addition to the duties & responsibilities listed above, you may be required to assist with other special projects or duties assigned by your Supervisor or Management.

Beyond the specific duties of your role, there are two major components of every job at Tagawa Gardens that are essential to all positions – TEAMWORK and COMMUNICATION. All EMPLOYEES are responsible for working together in an efficient manner and assuring that there is open communication to all levels within the company. A neat, clean, and professional appearance at all times is of the utmost importance for every Tagawa Gardens employee.

MINIMUM SKILL REQUIREMENTS/QUALIFICATIONS

This role requires a level of experience and professionalism that will enable Tagawa Gardens to grow its offsite services for residential and commercial clients throughout the metro area. Candidate must be able to think clearly and remain calm in stressful situations.

In Addition:

- Knowledge and/or experience with landscaping, specifically overseeing field operations
- Must be at least 21 years of age and eligible to work in the United States
- Must have and maintain a clean driving record.
- Ability to drive a large truck and maneuver a large trailer in the metro area
- Proficiency in using tools such as shovels, pickaxes, chainsaws, and loppers
- High School graduate, GED, or equivalent education is required.
- Comfortable working with a smartphone and ability to accurately communicate via text message, email, voicemail, and other digital methods



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- Ability to manage time efficiently and effectively
- Basic computer knowledge, including Word, Excel, Publisher, and Google Suite

PREFERRED QUALIFICATIONS:

- 2+ years of landscaping experience, specifically overseeing field operations
- Working understanding of basic irrigation and drip line installation
- Knowledge of gardening, maintenance, plant care, winter watering, and pruning
- Ability to identify trees, shrubs, and perennial plants

All positions within Tagawa Gardens require assisting other departments during critical times in the peak season, to include lifting and carrying heavy materials throughout the day. This position requires that you can regularly lift and/or move up to 60lbs to the waist and carry it 10 ft. with or without reasonable accommodation. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. All employees must follow the safety guidelines and procedures set by Tagawa Gardens, use equipment and materials correctly for their intended purpose, and determine appropriate action for dealing with all situations that may arise.

This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with it.

BENEFITS

* Employee Discounts * 401(k) * Medical/Dental/Vision Insurance *Accrued Sick Pay *Accrued Vacation Time *Holiday Pay (FTYR only)

All qualified applicants are considered for positions without regard to age, race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ethnicity, age, disability, genetic information, racial status, or any other status protected by law or regulation. It is our intention that all qualified applicants are given equal opportunity and that selection decisions be based on job-related factors.

HOW TO APPLY: Link to apply: <https://recruiting.paylocity.com/recruiting/jobs/Apply/3038861/Tagawa-Gardens/Field-Coordinator-Interdepartmental-Support>