



# Example of Land Manager Job Description

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Our company is hiring for a land manager. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for land manager

- Review and approve land development and consultant invoices and change orders
- Submit/track subdivision, development and reimbursement agreements
- Obtain improvement plan approval
- Direct civil engineer on final plat development issues
- Obtain permits required for development (clearing, grading, encroachment)
- Prepare trade specific scopes of work
- Prepare trade specific bid packages
- Write construction contracts by trade
- Coordinate with dry utility companies for plan preparation, service agreements, and easement dedications
- Coordinate with dry utilities on conflict resolution

## Qualifications for land manager

- Mitigation monitoring
- Review/submit master plot plan
- Obtain Internal Approvals
- Bachelor's degree in Business, Accounting, Engineering, Planning or Construction Management
- Prefer at least 3 years combined experience in the Home Building Industry, with a minimum of 1 year land development experience
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