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## LAND SERVICES SPECIALIST JOB DESCRIPTION

**Position:** Land Services Specialist

**Classification:** Non-Exempt

**Department:** Land

**Reports to:** Operations Mgr.

**Date:** October 2020

**Objective:** Support the Land Department by ensuring the completion of varied administrative tasks as detailed and as assigned. Collect, interpret, and present market data; organize it into database (BOX) and into reports to create a visual of industry trends.

### **Key Responsibilities and Results:**

1. Gather consumer, competitor, and market condition data
2. Analyze consumer demographics, preferences, needs, and buying habits
3. Convert Findings into Written Reports and enter into database (BOX)
4. Forecast future product and buying trends based on market research
5. Vet and present what research indicates about potential markets, product demand, and pricing
6. Provide industry benchmarks to department and manager
7. Prepare and present results and forecasts to manager and stakeholders
8. Update key reports and documentation for the department and distribute:
  - a. Lots By Community Spreadsheet
  - b. Plat Room
  - c. White Books
  - d. Letters of Intent (LOI)
  - e. Purchase Sales Agreements/Contracts (PSA)
  - f. Critical Dates
  - g. Project Execution Plan (PEP)
  - h. HOA information
  - i. Lot Fit Matrix
  - j. Due Diligence Schedule

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9. Maintain and improve reports through continuing education (Metrostudy)
10. Manage multiple projects with quick turnaround
11. Attend industry events to expand knowledge of the market
12. Work by, with and through people in a manner which promotes task completion in a motivational, collaborative and with enthusiasm ensuring an environment which encourages the best in all employees.
13. Perform all job duties with a strong sense of urgency to meet time, quality and budget targets.
14. In addition, the major duties of this job involve connecting with people in a poised, convincing and enthusiastic way. This job will entail working at an extremely fast pace and will require working cooperatively with and through people in order to complete tasks and will be integral in motivating others. This job requires team or collaborative work within the organization and will be integral in bringing out the best in others. This job will require a strong sense of urgency, initiative, and drive to get things done correctly, with emphasis on working with and through people in the process. Understanding people well and using that understanding effectively in motivating and persuading others to act will be an important aspect of the job. It is important in this job for goals to be set and reached and for tasks to be completed in a timely manner. Decisions will many times have to be made under pressure and will generally need the ideas and advice of others. Details will need to be handled quickly and accurately. This job will involve controlling all aspects of tasks, specifically those related to providing support to the Land Department, from initiation through the process and through to completion.
15. Keep clear channels of communication open with fellow co-workers, leadership team and customers in compliance with company guidelines.
16. Ensure all company and employee decisions are made from a point of objective analysis of situations in question.
17. **PHYSICAL REQUIREMENTS:**
  - A. Must be able to sit for up to eight (8) hours in order to perform all type of job duties and responsibilities.
  - B. Must be able to walk on uneven terrain and up and down hills.
  - C. Must possess adequate vision to assure accuracy in the tasks and duties of this position.

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- D. Must be able to speak in a manner to properly communicate with management, staff, customers and vendors/trades.
- E. Must be able to receive and place telephone calls in a professional manner, according to company policy.
- F. Must be able to physically maneuver throughout the general office areas to perform the tasks and duties of the position.
- G. Must be able to concentrate for long periods of time, paying attention to details.
- H. Must be able to hear in order to effectively communicate with management, staff, vendors/trades and customers.
- I. Must not be short-tempered and must be slow to anger and able to respond in a calm demeanor in stressful situations such as dealing with co-workers, customers and vendors/trades who may be dissatisfied or in case of emergencies.
- J. Must not be impaired in anyway due to:
  - 1. the use of drugs (legal or illegal),
  - 2. alcohol use
- K. Must not be impaired in any way that may adversely affect the employee's ability to act and/or react to any situation involving the safety of him/herself, the safety of other employees, vendors, trades and/or the assets of the company.
- L. Must maintain a valid driver's license and have the ability to operate a vehicle in various environments and traffic conditions while driving on company business.

#### **Knowledge, Skills, Abilities:**

- Strong organizational skills
- Strong communication skills, both written and verbal
- Computer skills: Microsoft Office Suite (especially proficient in Excel)

#### **Education and/or Experience:**

High School Diploma (required); Associate's or Bachelor's degree (a plus); 2+ years in the residential construction industry (a plus)

#### **Certificates, Licenses & Designations:**

Valid driver's license to drive for company business when necessary

*\*Piedmont Residential will attempt to make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.*

Note: Job Descriptions are not exhaustive lists of all skills, responsibilities, or efforts associated with a job. They reflect principal job elements essential for performing the job and evaluating performance.



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**My signature indicates my ability and commitment to perform this position.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_