



## Grounds Maintenance Crew Leader (Seasonal position)

**Job description:** *This position may require the employee to perform all, but not limited to, the tasks listed below. This position is responsible for directing 1 – 3 crew members in daily operations including quality control, training, punctuality and safety. Candidates must also have strong organization skills, ability to complete appropriate paperwork, and possess good leadership and communication skills. The employee will provide quality service that meets or exceeds our customers and management’s expectations. The employee will show attention to detail and effectively communicate with subordinates, peers and his/her supervisor. All employees will possess a friendly, customer service minded attitude and will conduct themselves in a professional manor. (Reports directly to Grounds Maintenance Manager)*

### Daily/Weekly tasks:

1. Daily preparation of trucks and equipment
  - Report at designated start time to prepare/review the days schedule with the Grounds Maintenance Manager and prepare for the day.
  - Load/fill gas cans, mowers, tools and necessary equipment. Secure all equipment.
  - Check truck oil, fluids, tire pressure, proper trailer connection, and all lights are in working condition.
  
2. Perform and manage landscape installation and maintenance tasks on customers property
  - Work in conjunction with the Grounds Maintenance Manager to ensure the work sold is implemented efficiently and according to the contract specifications.
  - Manage and perform all tasks with spring operations included but not limited to leaf and debris removal, bed edging and mulch installation.
  - Manage and perform all tasks of daily grounds maintenance including but not limited to mowing, string trimming, edging, blowing of curbs and sidewalks.
  - Provide “On the job” training of crew members so that they are able effectively and efficiently perform necessary tasks of all grounds maintenance services provided.
  - Hand pull weeds as necessary. Spray Roundup if certified as a technician.
  - Help to clean site by removing trash, limbs, rocks, debris etc.
  - Prune shrubs, remove shrub and tree debris.
  - Report damaged or broken equipment to your immediate manager.
  - Oversee proper safety equipment and Personal Protective Equipment usage and practices of the crew.
  - Communicate customer’s questions or concerns immediately with the Grounds Maintenance Manager. Update customer with the status of the work progress if requested.
  
3. End of the day duties.
  - Complete all time sheets including crew members. Inventory and report materials used on the job.
  - Unload/load equipment and material for the next day, clean out truck/trailer by removing trash, debris, etc. daily.
  - Report damaged or broken equipment to your immediate manager.
  - Fill truck, mowers, equipment, and cans with gas in preparation for the next day.
  - Perform daily maintenance of equipment with cleaning, changing air filters, sharpening blades, checking fluid levels, etc.
  - Wash truck – weekly or as indicated by the Landscape Install Manager.

**Education and experience:** High School diploma or GED. 2 or 4 year degree in a Landscape or Business related field is a plus. Minimum 2 years experience as a Landscape crew leader.

**Performance skills and qualifications:**

- Ability to lift 50 lbs. plus
- Available to work a varied schedule (including Saturdays) in sometimes adverse weather conditions.
- Stoop, stand and bend for 10 hours or more a day.
- Must have a valid driver's license with a good record REQUIRED.
- Drug free work environment.
- Carry 20lb. back pack blower on back.
- Walk 2 – 6 miles a day.
- Lift branches and limbs.
- Basic understanding of mechanical and equipment maintenance