

# Landscape Crew Member

## Position Summary

With the guidance of the Landscape Crew Foreman, is responsible for the proper installation and execution of all landscape jobs as directed by the landscape crew foreman. Is responsible to maintain a professional image of the company at all time through proper conduct, language and appearance. The landscape crew member reports directly to the landscape foreman and landscape coordinator.

## Regularly Assigned Duties & Responsibilities

### PRIMARY DUTIES

1. To gain a thorough working knowledge of the plant material and hardgoods material used.
2. To follow the direction of the landscape foreman.
3. To maintain professional conduct, language, and appearance at all times.
4. To work in all aspects of the job in a safe and efficient manner and to report any problems to the landscape crew foreman.
5. To be available for work Monday through Friday and be flexible with overtime hours worked as required by seasonal schedules and weather conditions.
6. To assist in the proper loading of plant materials and tools each morning, and the unloading at the end of the day.
7. To assist in maintaining the cleanliness of vehicles, tools, job sites, and designated landscape areas at distribution center/
8. Out of town jobs may require an extended day or possible overnight stay.
9. Any other duties as assigned.

### SECONDARY DUTIES

1. Assist in everyday operation of Landscape Department
  - a. Digging of Nursery stock
  - b. Pot Bare root stock for Retail Stores
  - c. Un-load trucks arriving with new stock
  - d. Make deliveries of merchandise sold
2. Equipment maintenance
3. Snow removal
4. Ability to recognize and meet customer's desires and to complete customer satisfaction.
5. Ability to reflect positive attitude towards customers and fellow workers.
6. Work at a productive rate.
7. Be able to adjust to schedules according to equipment availability, weather, personnel, or other resource variations.
8. Other duties as assigned by Landscape foreman or Landscape coordinator.

## Sources of Guidance Available

1. Landscape coordinator, designers, and crew foreman, training, and special on the job assistance.
2. Special seminars and training sessions for product and personal skill development.

## Job Requirements

1. Ability to read blueprints helpful.
2. Ability to operate and maintain landscape equipment.
3. Have a valid driver's license and be able to drive large trucks (standard & automatic transmission helpful).

4. Ability to repeatedly lift 100 lbs. using proper lifting techniques and move up to 200 lbs. using proper techniques
5. Have good communication skills.
6. Be able to evaluate priorities of job routines.
7. Have some experience and understanding of plants and their maintenance.
8. Have some construction background.

#### **Normal Work Environment**

1. Excessive noise from power equipment, saws, etc. (personal protective equipment available.
2. Extreme temperature conditions according to outside weather conditions.
3. Exposure to chemicals and insecticides.
4. Seasonally, extended working hours are required.

#### **Physical Effort Required**

1. Heavy repeated lifting required.
2. Repeated stooping, climbing, bending, and reaching required.

**Employee may be assigned other duties by store manager or department manager, at other times when their department or job is not operating or during down season.**

**This job description is intended to serve as a guide to overall job assignments and as a tool to be used in establishing a sound rate of pay for work performed.**

**It should be borne in mind that a certain amount of overlapping of duties between jobs is necessary if complete departmental efficiency is to be attained. If therefore, because of the necessary overlapping, an employee in another job classification is asked to perform certain duties, listed in this job classification, it should not necessarily be construed to mean he/she is performing this overall job.**