

Job Description

JOB TITLE:	Crew Leader	PEOPLE MANAGER:	Yes
STATUS:	<input type="checkbox"/> Salaried <input checked="" type="checkbox"/> Hourly	PREPARED BY:	Human Resources
	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt	REVISED:	December 2023
DEPARTMENT:	Landscape Maintenance	SUPERVISED BY:	Field Supervisor

Avid Landscape Management believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not to limit the employee or Avid to just the work identified, nor does it address the performance standards that must be maintained. It is our expectation that each employee shows up to work as their whole self, prepared and committed to fulfilling the responsibilities of their role as outlined below. In doing so, we believe that the mutual success of the business and employee's personal and professional development will follow.

GENERAL FUNCTION: Responsible for directing crew activities on assigned client accounts, effectively completing high-quality work on time and within budget. Conducts training and provides feedback in support of the development and retention of individual crew members, and high morale within the entire team.

ESSENTIAL DUTIES:

1. Communicate professionally with clients and address concerns promptly, representing Avid in a competent, professional manner. Escalate issues to supervisor as appropriate.
2. Assess the landscape maintenance needs of assigned properties upon arrival, prioritize in contract work, including setting appropriate rotation schedules per contract requirements and quality standards. Assign tasks to crews consistent with safety, quality, and professional development goals.
3. Oversee individual crew member work product to ensure tasks are carried out; standard horticultural practices such as turf maintenance, pruning, shearing, and thinning are followed; and safety standards are observed at all times.
4. Train and direct Crew Members in the safe and efficient use of appropriate landscape maintenance tools, equipment, and materials. Work alongside crew to ensure completion of all contracted services.
5. Communicate any extraordinary needs with landscape maintenance contracts to supervisor, (for example, work that is beyond the scope of the contract, need for additional labor or scheduling changes in order to keep up with maintenance, etc.).
6. Ensure proper irrigation levels on each site, checking for problems, repairing when possible, and reporting irrigation issues that require a higher level of expertise to supervisor.
7. Identify the presence of weed, insect, and disease problems in turf and ornamental plants. Implement mechanical weed control strategies best suited for weed type and time of year. Communicate difficult weed control and insect disease problems to supervisor.
8. Manage the performance and development of Crew Members, providing clear guidance and direction, recognizing exceptional effort and results, and promptly and respectfully correcting mistakes. Make recommendations for additional training, pay and status changes, as appropriate.
9. Manage mobile time tracking technology for crew as needed on each ticket throughout the day. Identify and complete issues for each job as needed within technology. Create issues with photos from site for communicating needs.
10. Accurately log time worked using mobile time tracking technology and ensure compliance with all required meal and rest breaks.
11. Assist in daily preparation of assigned tasks by loading tools and equipment, fuel equipment, or performing other duties as assigned.

12. Perform landscape maintenance and/or enhancement tasks as directed, including but not limited to: mowing, edging turf, weeding and raking beds, applying mulch, pruning, shearing and trimming trees and shrubs, collecting leaves, debris, and trash, excavating, grading, planting, and clean up.
13. Maintain personal protective equipment (PPE), landscape tools and equipment, and truck/trailer in clean condition; report any repair needs promptly.
14. Observe and promote safety standards at all times, including but not limited to the safe use and operation of equipment, use of appropriate PPE for each piece of equipment and task every time, and drive cautiously and courteously and within posted speed limits.
15. Regular and punctual in-person attendance is a fundamental expectation for this position, as consistent presence and timeliness are essential for the smooth functioning of the team and the successful fulfillment of job responsibilities.
16. Lead by example and promote a positive company image including clean, well-maintained uniforms, proper personal hygiene, and maintaining clean company vehicles – both inside and out.
17. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES:

1. Immediately report injuries, loss, or damage to personal, general public, company, and client vehicles, equipment, and property.
2. Treat Avid employees, clients, suppliers, and the general public courteously, and represent Avid in a professional manner during work hours, on job sites, and at work related events.
3. Ensure that each vehicle, trailer and piece of equipment is used safely and that safety features are in place and operational before use. Check fuel and oil levels daily on all power equipment before use. Check charge levels on batteries and ensure that batteries are placed on chargers at the end of the day.
4. Ensure the security of company vehicles, tools, and equipment; and safety of employees, clients, and the general public at all times.

QUALIFICATIONS:

Education and Experience

1. High school diploma or GED.
2. At least two years of experience in landscape maintenance.

Licenses and Certification

3. Valid Washington State Driver's License with insurable record.

Other Knowledge, Skills, and Abilities

1. Demonstrated proficiency in the safe and efficient use and maintenance of all assigned landscape maintenance tools, equipment, and tasks.
2. Demonstrated ability to work independently, manage time efficiently, and effectively train, motivate, and direct the work of others.
3. Ability to recognize common plant growth forms and assess when pruning is best performed and whether to use power shears or perform hand-pruning.
4. Conflict resolution and team building skills.
5. Ability to follow instruction and work efficiently at assigned tasks.
6. Ability to effectively communicate with supervisors and co-workers.

PREFERRED QUALIFICATIONS:

1. WSDA Commercial Pesticide Operator's License.
2. Effective oral and written communication in English and Spanish.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the functions required for this position. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the functions of this job, on a case-by-case basis.

1. Frequently required to stand and walk long distances on a variety of flat, sloped, uneven, and slippery surfaces, including topsoil, gravel, grass, cement, and snow or ice.
2. Frequently required to push, pull, lift, and carry 15 – 50 pounds.
3. Frequently required to reach, bend, twist, stoop, crouch, climb, and balance.
4. Frequent use of hands to manipulate, handle or grasp objects, tools or controls. Grasping machinery may require forceful gripping and exposure to vibrations.
5. Occasionally required to drive a company vehicle and trailer varying distances with co-workers.
6. Work is predominantly outdoors, exposed to varying temperatures, weather conditions (including snow, ice, rain, heat, and humidity), and noise levels. Exposure to dust, pollen, mulching materials, pesticides, fertilizers, grease, oils, dust, fumes and electrical currents will occur.

COMPENSATION/BENEFITS:

1. \$23.00-\$27.00 per hour depending on experience/qualifications.
2. Medical, Dental, and Vision insurance benefit upon reaching eligibility.
3. IRA with up to 3% employer match upon reaching eligibility.
4. PTO 1-week on 1st anniversary, 2-weeks on 3rd anniversary.
5. 7 paid holidays per year upon eligibility.

STATEMENT OF UNDERSTANDING:

I have received a copy of my job description and understand my job description. I understand that this job description may not list all of the duties of my job, and that I may be asked by my supervisor to perform other instructions and duties. I understand that I will be evaluated in part based on my performance of the tasks listed in this job description.

NAME: _____
(please print clearly)

SIGNATURE: _____ DATE: _____