



## Job Description

JOB TITLE:	Crew Member	PEOPLE MANAGER:	No
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:	Crew Leader

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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.

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**GENERAL FUNCTION:** Responsible for maintaining and enhancing the landscapes of assigned client accounts.

### ESSENTIAL DUTIES:

1. Accurately log time worked using mobile time tracking technology and ensure compliance with all required meal and rest breaks.
2. Assist in daily preparation of assigned tasks by loading tools and equipment, fuel equipment, or performing other duties as assigned.
3. 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.
4. Maintain personal protective equipment (PPE), landscape tools and equipment, and truck/trailer in clean condition; report any repair needs promptly.
5. 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.
6. 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.
7. 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.
8. 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. No prior education or experience is required for this role.

### *Licenses and Certification*

2. No licenses or certifications are required for this role.

### *Other Knowledge, Skills, and Abilities*

3. Ability to follow instruction and work efficiently at assigned tasks.
4. Ability to effectively communicate with supervisors and co-workers.
5. Following assigned training, demonstrated proficiency in the safe and efficient use and maintenance of all assigned landscape maintenance tools, equipment, and tasks.

### **PREFERRED QUALIFICATIONS:**

1. High school diploma or GED.
2. Prior landscape maintenance experience, or other labor intensive, outdoor work.
3. Valid Washington State Driver's License with insurable record.
4. Bilingual English/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 sit in a company vehicle 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.

### **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: \_\_\_\_\_