

Grass Chopper Grounds Maintenance Job Descriptions List

Job Title Laborer 1 **Last revised:** 03/10/2015

Reports to: Maintenance Supervisor **Compensation type:** Hourly **Commission:** no

Duties and Responsibilities

1. **Responsible the following job duties generally under direct supervision of a supervisor:**
 - a. Mows and trims lawns.
 - b. Snow removal.
 - c. Report or repair equipment that is not working properly or is damaged.
 - d. Assuring work is being done in the safest and most cost efficient manner.
 - e. Assure proper maintenance is being done on equipment used.
 - f. Interact with customers as needed.
 - g. Report dangerous situations to supervisor.
 - h. Report damage to customer's property.
 - i. Weeding beds.
 - j. Mulching
 - k. Landscaping
 - l. Shrub trimming
 - m. Equipment Maintenance
 - n. Any other assignment given by Supervisor or higher in authority.
 - o. Ability to report to work any time the day for snow removal operations.

Position Qualification

1. Valid driver's license.
2. Ability to interact in a professional manor with customers and employees.
3. Ability work outside in extreme conditions.
4. Ability to physically perform all aspects of landscape and grounds maintenance services offered to the customers of Grass chopper Grounds maintenance.

Job Title Laborer 2

Last revised: 03/10/2015

Reports to: Maintenance Supervisor **Compensation type:** Hourly **Commission:** no

Duties and Responsibilities

1. **Responsible for performs the following tasks with or without direct supervision :**
 - a. Mows and trims lawns.
 - b. Snow removal.
 - c. Report or repair equipment that is not working properly or is damaged.
 - d. Assuring work is being done in the safest and most cost efficient manner.
 - e. Assure proper maintenance is being done on equipment used.
 - f. Interact with customers as needed.
 - g. Report dangerous situations to supervisor.
 - h. Report damage to customer's property.
 - i. Weeding beds.
 - j. Mulching
 - k. Landscaping
 - l. Shrub trimming
 - m. Equipment Maintenance
 - n. Any other assignment given by CEO, Landscape Manager or Owner.
 - o. Train new employees
 - p. Ability to report to work any time the day for snow removal operations.

Position Qualification

1. Minimum of 1years experience in Lawn maintenance field.
2. Valid driver's license.
3. Ability to interact in a professional manor with customers and employees.
4. Ability work outside in extreme conditions.
5. Ability to physically perform all aspects of landscape and grounds maintenance services offered to the customers of Grass chopper Grounds maintenance.

Job Title: Landscape/Maintenance Manager **Last revised:** 06/23/2013

Reports to: CEO **Compensation Type:** Salary **Commission:** Yes

Duties and Responsibilities

1. Design and Manage construction of Outdoor Softscape and Hardscape which includes:
 - a. Establishing and developing leads of potential customers.
 - b. Meeting with customers to formulate landscape design and establishing cost.
 - c. Prepare and present landscape contract after CEO or Owner approval.
 - d. Manage construction of landscape projects.
 - e. Supervise subordinates:
 - i. That all work rules are being followed.
 - ii. That work is being performed in a safe and efficient manor.
 - iii. Equipment is being maintained and used in a proper manor.
 - f. Conduct punch list with customer on completed projects.
2. Manage and assist Maintenance crews with year round maintenance.
3. OSHA Compliance officer.
4. Other duties:
 - a. In the absence of the CEO or Owner will manage day to day operation of Grass Chopper Grounds Maintenance LLC.
 - b. Recommend hiring and terminating of subordinates.
 - c. Take necessary corrective actions for subordinates.
 - d. Retail Sales of landscape and Grounds maintenance products.
 - e. Any other projects/jobs requested by owner or CEO.

Position Qualification

1. Degree in landscape design
 - a. A combination of education and experience may be considered in place of a degree.
2. Have extensive back ground in plant identification and extensive knowledge plant life cycle and how each plant enhances the aesthetics of a landscape.
3. Ability to physically perform all tasks that are offered by Grass Chopper Grounds Maintenance.

Job Title: Maintenance Supervisor

last revised: 06/22/2013

Reports to: CEO

Compensation type: Hourly

Commission: no

Duties and Responsibilities

1. **Responsible for the day to day supervision of Subordinates and completion work assignments:**
 - a. Assign work and assure work assignments are complete and correct.
 - b. Assure Subordinates work performance is at an acceptable level.
 - c. Report or repair equipment that is not working properly or is damaged.
 - d. Assuring work is being done in the safest and most cost efficient manner.
 - e. Supervise employees.
 - f. Assure proper maintenance is being done on equipment used.
 - g. Interact with customers as needed.
 - h. Report tardiness of subordinates.
 - i. Issue written positive/negative reports to subordinates as needed.
 - j. Report dangerous situations to CEO, or Owner.
 - k. Take corrective action.
 - l. Complete work assignments.
 - m. Report damage to customer's property.
 - n. Train new employees

2. **Other duties**
 - a. Recommend terminating subordinates.
 - b. Participate in employee evaluations.
 - c. Take necessary corrective action for subordinate employees.
 - d. Snow plowing
 - e. Weeding beds.
 - f. Mulching
 - g. Shrub trimming
 - h. Equipment Maintenance
 - i. Any other assignment given by CEO, Landscape Manager or Owner.

Position Qualification

1. Minimum of 3 years experience in Lawn maintenance field.
2. Valid driver's license and CDL
3. Ability to interact in a professional manor with customers and employees.
4. Ability to supervise others.
5. Ability to successfully perform all assignments without direct supervision.
6. Ability work outside in extreme conditions.
7. Ability to physically perform all aspects of landscape and grounds maintenance services offered to the customers of Grass chopper Grounds maintenance.
8. Pesticide applicator license through Wisconsin department of agriculture category 3.0 (turf and ornamentals)