

**POSITION TITLE: JOB SUPERVISOR I**  
**FLSA STATUS- NON-EXEMPT**

**POSITION REPORTS TO: FIELD SUPERVISOR**  
**GRADE:4**

### **JOB SUMMARY:**

To learn and master supervisory duties within one year while working with a crew of laborers maintaining grounds using landscaping or snow removal equipment by performing the following duties.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assign daily tasks to crews of 2-5 employees according to weather and facility's maintenance schedule.
- Responsible for training new and existing crew members as necessary. Serves as point of contact for crew members.
- Assist with loading and unloading of work trucks and delivery trucks.
- Responsible for driving to and from assigned facilities to perform landscape or snow removal. **Seasonal supervisors for regular landscape season might have to perform snow removal duties.**
- Responsible for transporting plants and materials to job sites as necessary.
- Perform quality work at all times while learning how to stay within an efficiency level of 98% or better.
- In appropriate season, prepares soil, plants seed or seedlings, performs weed removal and control, aerates lawns, mows grass, install mulch, removes leaves, and performs clean up of grounds. In winter months, performs snow removal duties to include plowing paths and roadways and shoveling snow to clear doorways, fire hydrants, and storm drains. De-ice grounds as necessary. **Snow Removal duties may not apply to seasonal workers for the regular landscaping season.**
- Responsible for pruning trees, shrubs, and other herbaceous plants. Uses the necessary tools to perform blowing, trimming, and edging. Responsible for leaf removal and clean up during necessary seasons.
- Maintain job site staging area clean and organized and keep the job site tidy, organized and safe and ensures that crew members do as well.
- Comply with company safety policy at all times and uses all maintenance, installation, and snow removal tools according to company safety policy and manufacturers recommendations while ensuring that crew members follow same procedures at all times.
- Returns equipment at the completion of the shift or assignment and notifies Fleet Manager of any broken, inoperable, or unsafe equipment.
- Participates in disciplinary action, performance appraisals, and other employee related activities with Field Supervisor while learning proper procedures and recordkeeping.
- Learns to identify various plants, shrubs, and other herbaceous plants as well as identifies and controls weeds, pests, insects, diseases, moss, and plant disorders to be able to answer customer's questions.
- Maintain continuous communication with internal and external contacts and participates in operations meetings and other companywide initiatives as needed.
- Provides excellent customer service at all times.

### **SUPERVISORY RESPONSIBILITIES**

Directly supervises a crew of 2-5 employees and carries out supervisory responsibilities in accordance with the organization's policies and applicable laws while maintaining excellent customer services and while performing quality work.

### **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies to perform the essential functions of this position.

- **Company Requirements-** incorporates the "Mission Statement" and "Core Values" philosophy in all levels of daily work. Employees are encouraged to continually educate and improve themselves.
- **Interpersonal**—the individual focuses on solving conflict, not blaming; listens to others without interrupting; keeps emotions under control, contributes to building a positive team spirit. Have motivating abilities and be approachable.
- **Teamwork**—the individual balances team and individual responsibilities, exhibits objectivity and openness to others' views, contributes to building a positive team spirit and is able to build morale and group commitments to goals and objectives.

- **Planning/Organizing**—the individual prioritizes and plans work activities and uses time efficiently. Must be able to handle multiple tasks simultaneously. Ensures timely delivery of services while assuming a supervisory role.
- **Quality**—the individual demonstrates accuracy and thoroughness and monitors own work to ensure quality. Continuously looks for ways to improve and promote quality; applies feedback to improve performance.
- **Quantity**—the individual meets productivity standards and completes work in a timely manner. Ensures that team member's productivity standards are met and that their work is done in a timely manner.
- **Safety and Security**—the individual observes safety and security procedures and uses equipment and materials properly. Ensures that team members also observe safety and security procedures and can make decisions related to safety and security.
- **Dependability**—the individual is consistently at work and on time, follows instructions, responds to management direction, commits to long hours of work when necessary to reach goals and completes tasks on time or proposes an alternate plan to the appropriate person.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

### **Language Skills**

Ability to read and/or comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Bilingual English/Spanish a plus.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs

### **Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **Computer Skills**

Basic computer skills required.

### **Certificates, Licenses and Registrations**

Must have a valid driver's license and be insurable. Certified Landscape Technician (CLT) certificate and Pesticide License preferred but not required.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to:

- Have full range of mobility in upper and lower body.
- Be able to reach overhead with hands and fingers. Must possess excellent hand-eye, and gross motor coordination. Must be able to hear and see with corrected vision.
- Be able to work in various positions, including, but not limited to, walking, stooping, standing, bending over, sitting, kneeling and squatting for extended periods of time.
- Be able to lift, carry, pull, and push materials and equipment to complete assigned job tasks.
- Be able to lift and carry 50 pounds of weight frequently throughout assigned workday.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions that could be extremely hot or extremely cold. The noise level in the work environment is usually loud. The employee is continuously exposed to moving mechanical parts and sharp objects. The employee is exposed to moderate air pollution, and moderate vibration, and grounds where the possibility of falling exists.

**PHYSICAL ACTIVITY LEVEL**

This job requires heavy physical activity performing strenuous day activities of a primarily productive/technical nature. Manual dexterity sufficient to reach/handle items, works with the fingers, and perceives attributes of objects and materials.

**REQUIREMENTS**

Individual must be willing to participate in drug and background screening.

**DECLARATION**

Human resources retain the sole right and discretion to make changes to this job description. Any employee making changes unauthorized by the President, Director of Operations or Human Resources will be subject to disciplinary action up to and including termination.