



LANDSCAPING SERVICES INC.  
YORK, PA

## **Landscape Install Crew Leader (Seasonal position)**

**Job description:** *This position may require the employee to perform all, but not limited to, the tasks listed below. This position is responsible for directing 1 – 4 crew members in daily operations including quality control, training, punctuality and safety. Candidates must also have strong organization skills, ability to complete appropriate paperwork, and possess good leadership and communication skills. The employee will provide quality service that meets or exceeds our customers and management's expectations. The employee will show attention to detail and effectively communicate with subordinates, peers and his/her supervisor. All employees will possess a friendly, customer service minded attitude and will conduct themselves in a professional manor. (Reports directly to Landscape Install manager)*

### **Daily/Weekly tasks:**

1. Daily preparation of trucks and equipment
  - Report 15 minutes prior to regular start time to prepare/review the days work with the Install Manager and prepare for the day.
  - Load gas cans, tools and necessary equipment. Secure all equipment
  - Load and secure all plant material and hard materials required for the day.
  - Check truck oil, fluids, tire pressure, proper trailer connection, and all lights are in working condition.
2. Perform and manage landscape installation and maintenance tasks on customers property
  - Work in conjunction with the Install Manager/Designer to ensure the work sold is implemented efficiently and according to the contract specifications.
  - Provide management and labor associated with the preparation, establishing correct grades/elevations, excavation, and installation of paver patios, walkways, and retaining walls, water gardens, landscape lighting, sediment control and lawn installation.
  - Perform all tasks of spring operations including but not limited to leaf and debris removal, bed edging and mulch installation.
  - Provide “on the job” training to crew members.
  - Oversee proper safety equipment and Personal Protective Equipment usage and practices of the crew.
  - Proactively address questions or concerns with the customer. Communicate customer's questions immediately with the Install manager. Update customer with the status of the work progress.
3. End of the day duties.
  - Complete time sheets including crew members. Inventory and report materials used on the job.
  - Review the Job Production Sheet and prepare for the next days job.
  - Unload/load equipment and material, clean out truck/trailer by removing trash, debris, etc. daily.
  - Wash dirty equipment and return to storage location. Report damaged or broken equipment to your immediate manager.
  - Wash truck – weekly or as indicated by the Landscape Install Manager.
  - Fill truck, mowers, equipment, and cans with gas in preparation for the next day (or as necessary)

**Education and experience:** High School diploma or GED. 2 or 4 year degree in a Landscape or Business related field is a plus. Minimum 2 years experience as a Landscape crew leader. Hardscape experience is a plus. ICPI and NCMA certifications are also beneficial.

**Performance skills and qualifications:**

- Ability to lift 60 lbs. plus consistently throughout the day.
- Skid loader experience.
- Available to work a varied schedule (including Saturdays) in sometimes adverse weather conditions.
- Stoop, stand and bend for 10 hours or more a day.
- Strong knowledge of plant material, identification, and landscape installation practices.
- Ability to read scaled landscape designs.
- Must have a valid driver's license with a good record REQUIRED.
- Drug free work environment.