



## **Landscape Maintenance Supervisor**

### *Job Description*

**Job Classification:** Non-Exempt

**Reporting Relationship:** Operations Manager

#### **Primary Accountability:**

The Landscape Maintenance Supervisor is responsible for managing a rapidly growing portfolio of commercial and residential clients for Schendel Lawn and Landscape ("SLL").

#### **Major Duties:**

- Oversees the scheduling of work routes to ensure all clients are serviced in a timely manner.
- Oversees and assists with the maintenance of client property which includes mulching, shrub pruning, and weed and debris control of flower beds.
- Supervises seasonal annual planting and designing of annual flower beds.
- Cares for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks or walls.
- Maintains and repairs tools, equipment and structures, such as buildings, greenhouses, fences, and benches, using hand or power tools.
- Supervises 1-2 landscape crew members to ensure proper completion of tasks.
- Provides horticulture improvement recommendations to client properties.
- Provides proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites and other ground features.
- Develops and maintains excellent customer service with current and potential clients.
- Assists with snow removal, when necessary.
- Performs additional duties as assigned by the Operations Manager.

#### **Qualifications:**

- A valid driver's license is required.
- Extensive knowledge of trees and shrubs for zones 4, 5 and 6 is required.
- Experience with natural pruning and sheering is required.
- A High School diploma or GED is preferred.
- Prior commercial landscape experience is preferred.
- Knowledge of plant diseases and insects is preferred.
- Knowledge of plants, hardscape, masonry, carpentry, excavating, grading, drainage and snow removal.
- Ability to effectively communicate, present information and respond to questions, both verbal and written.
- Ability to organize, multi-task, plan and set priorities with minimal supervision.
- Ability to work independently and in team settings.
- Ability to exercise good judgment with a strong attention to detail.
- Ability to help with production, scheduling and routing.
- Strong interpersonal communication skills and the ability to establish and maintain effective working relationships across all levels of SLL.



## **Landscape Maintenance Supervisor**

### *Job Description*

#### **Physical Demands:**

- Ability to perform physical activities which requires considerable use of arms, legs and moving your whole body such as climbing, lifting, balancing, walking, stooping and handling various materials.
- Ability to frequently move supplies up to twenty-five (25) pounds and occasionally lift weight consisting of seventy-five (75) pounds.

#### **Work Environment:**

- Work conditions include but are not limited to, inadequate lighting, restricted movement, dirty environment, air contamination, extreme temperatures, intense noise and hazardous materials.
- Exposed to moving mechanical parts.
- Interaction with staff and clients.
- Regularly performing outside duties.

#### **Additional Duties:**

Additional duties and responsibilities may be added to this Job Description at any time. The Job Description does not state or imply that these are the only activities to be performed by the employee holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

---

Employee Signature

Date

Supervisor Signature

Date