



***Position Title: Landscaping Supervisor***

**Position Overview**

***The landscaping supervisor is an experienced landscape team member working with minimal to no supervision. The landscaping supervisor is able to operate a variety of equipment and has a working knowledge of landscaping, hardscaping, snow removal & horticultural practices.***

**Essential Responsibilities**

- 1. Reviews landscaping plan and implements the landscape construction plan.***
- 2. Operates a variety of mechanical equipment including but not limited to back hoes, bobcats, mowers, tillers, sod cutters, weed eaters, plant augers, chain saws and snow removal equipment.***
- 3. Operates automatic and stick shift vehicles, such as dump trucks and truck and trailer combinations.***
- 4. Interacts with clients by way of introductions at the beginning of a job, answering questions, responding to client requests, making reasonable changes to the plan and providing a walk-through at the job's completion.***
- 5. Completes necessary paperwork including timesheets, work orders, change orders, material requisitions, and client tickets.***
- 6. Assists in planning and organizing the job, ensuring that sufficient resources and materials are available. Also ensures that job is completed in the most time-efficient manner.***
- 7. Manages a team of two or more employees, communicating to management about personnel issues, and trains employees on policies and procedures.***
- 8. Maintains a clean and safe work environment, including work site and equipment.***
- 9. Briefs management and makes recommendations on job status, personnel issues and works as a member of the team.***
- 11. Helps, as necessary, with snow removal during the winter months.***

***12. Maintains assigned equipment and notifies mechanic of needed repairs.***

***13. Applies chemicals under the appropriate chemical/pesticide licenses.***

### **Knowledge and Experience**

- ***A high school degree or GED is required, plus one year's experience in the landscaping field is preferred***
- ***Candidate must be able to read and write English***
- ***The successful individual will have a working knowledge of standard horticultural practices, including but not limited to planting, pruning, and fertilization.***
- ***Good oral and written communication skills, job planning skills, and mechanical aptitude.***
- ***State Driver's license and insurable by the company's agent***

### **Certifications**

***This position requires that the individual be working toward the following certification and licensing:***

- ***Commercial Driver's License (CDL)***
- ***First aid / cardio-pulmonary resuscitation (CPR)***
- ***Chemical/ Pesticide Applicator's License***

### **Physical Demands**

***While performing the duties of this job, the employee is regularly required to stand; walk; crouch; stoop or kneel. The employee must regularly lift and/or move up to 80 pounds.***

### **Job Description**

***While performing the duties of this job, the employee is regularly exposed to wet conditions, outside weather (heat or cold, and moving mechanical equipment.***

### **Working Relationships**

***The employee will work closely with management, members of the team and clients.***