



Job Title: Grounds/Landscape Crew Leader

Exemption Status/Test: Non-Exempt

Reports to: Grounds Supervisor/Grounds Foreman

Date Revised: September 30, 2015

Dept. /School: Maintenance

Primary Purpose:

Ability to lead a 3-4 man crew in the field for all daily operations.

Qualifications:

Education/Certification:

High School Diploma or GED preferred

Valid Texas driver's license with good driving record/CDL preferred

Experience:

In lawn care and landscape maintenance and installation

Special Knowledge/Skills:

Knowledge and practice of all DOT rules and safety-chain/tie-down requirements

Major Responsibilities and Duties:

1. Ability to head up 3-4 man crew on daily basis to get assigned jobs complete.
2. Ability to pull gooseneck trailer/large trailers in a safe manner.
3. See that schools and support locations are mowed on time, once a week, and are in a presentable manner with quality care.
4. Ability to occasionally work with principals/contractors.
5. Ability to follow instructions/directions.
6. Ability to operate all types of grounds equipment (ex: hand-held equipment, zero-turn mowers, skid loaders, backhoes).
7. Ability to properly install landscape materials and supplies.
8. Ability to complete all work orders/job assignments in a timely manner and additional assignments.
9. Ability to work in various types of weather.
10. Ability to work assigned/flexible on job duties.
11. Responsible for truck and all equipment assigned.
12. Keep truck/equipment clean of debris daily.
13. Equipment upkeep daily (ex: grease unit, check fluid levels)
14. Responsible for the upkeep and maintenance of entire rig (ex: truck, trailer, tractor, mowing deck).
15. Visually inspect tractor for oil and water leaks, proper tire inflation, and overall condition and report any deficiencies to management.
16. Ability to load and unload tractor safely.
17. Ability to handle stress/heat.
18. Ability to show leadership.
19. Ability to pick up trash and debris (ex: paper, rocks, wood).
20. Ability to get all supplies together for daily tasks/assignments.

21. Ability to assist mow crews with mowing and other assigned tasks.
22. Ability to work alone.
23. Ability to take care of tractor and trailer and truck (\$80K worth of equipment).
24. Perform in field maintenance and service when needed.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Must be skilled with a variety of lawn tools.

Motion: Ability to climb on and off equipment

Lifting: Frequently lift 10 to 80 pounds

Environment: Ability to perform in various weather conditions

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.