



**Job Title:** Landscape Construction Laborer

**Brief Overview:** A Landscape Construction Laborer creates new landscape spaces and rehabs existing landscapes. The Landscape Construction Laborer is responsible for working as a team member under the direct supervision of the Landscape Supervisor. Responsible for completing construction landscape installation jobs in an efficient manner, promoting job worksite safety, providing excellent customer service, and exhibits pride and quality workmanship.

This position is responsible for 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 at all times.

### **Daily/Weekly Tasks**

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1. Report on time at regular start time (7 am)
2. Daily care and preparation of company equipment, tools and vehicles.
3. Load all tools, gas and other necessary equipment/materials. Secure all equipment safely, and keeping an orderly and stocked equipment trailer.
4. Always represent the company's best interest, maintain the highest level of integrity and professionalism.
5. Proper use of Personal Protective Equipment and maintain a clean and safe job site.
6. Perform highly physical installation work on a consistent basis.
7. Work in conjunction with the team and take direction, to ensure the work contracted is implemented efficiently and according to the contracted specifications.
8. Understand and meet production and project schedule deadlines without sacrificing great customer service or excellent quality.
9. Keep accurate timesheet records, submitted for review and signoff by the required deadlines.
10. Attend training classes and seminars as requested by management.
11. Perform and manage landscape tasks on client's properties, including but not limited to:
  - Planting layout
  - Planting flowers, shrubs and trees
  - Mulch installation
  - Stone work and concrete pavers and retaining walls

- Water features
- Trimming and pruning
- Garden bed cleanup and preparation
- Spring and Fall Cleanups
- Installation of low voltage lighting
- Seeding
- Drainage/drain tile
- Installation of Christmas lights and decorations
- Dormant Pruning
- And other general labor tasks as needed

### **End of the day tasks.**

1. Complete time sheet. Inventory and report all materials used on the job that day.
2. Review the whole week's jobs and prepare for the next day's jobs.
3. Unload/load equipment and material, clean out truck/trailer by removing trash, debris, etc. daily.
4. Wash dirty equipment and return to storage location. Report damaged or broken equipment to your manager immediately to get parts on order

### **General Qualifications**

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- Valid Driver's License with a driving record insurable under the company policy
- Transport crew and all equipment needed for job site daily
- Perform minor routine maintenance on equipment
- Operate various types of equipment and machinery associated with this job description
- Has a minimum one-year apprenticeship in one or more of the following job subcategories:
  - Professional landscape maintenance operations
  - Professional landscape construction services
  - Landscape repairs, restoration, and remediation
- Provide proper care and maintenance of vehicles and equipment
- Must be motivated, dependable and hardworking team player
- Can pass drug test
- Can pass a criminal back ground check
- Tobacco and smoke/vapor free workplace
- Comply with business ethics, applicable laws, and regulations
- Maintain confidentiality of proprietary information

### **Company Excellence Requirements**

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#### **Client Management**

- Professionally represents Sweet Melissa Landscaping, LLC always
- Able to recognize when they do not have the answer for the client and let them know they will find out or get the supervisor involved
- Keeps the supervisor aware of all client concerns and communication on the job site
- Maintains positive, responsive, and flexible attitude to all clients

## **Safety Management**

- Maintains and promotes safe working conditions in the field always
- Follows company procedures on discipline if any safety rules are broken
- Have zero preventable accidents

## **Image Compliance**

- Maintains clean, neat, and professional image through the use of approved Sweet Melissa Landscaping, LLC uniforms and by monitoring & maintaining proper employee actions

## **Equipment Management**

- Is accountable for neglect and abuse of assigned equipment

## **Work Environment/Physical Requirements**

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- Work 8-10 hours per day, 5-6 days per week
- Work in/or about situations near direct automotive traffic
- Able to work overtime or extended shifts if required by Management
- Ability to work in extreme conditions – working temperatures may be between 0 and 95 degrees Fahrenheit
- Ability to work in direct sunlight for extended periods of time
- Ability to work in extreme cold or wintry precipitation
- Ability to lift and carry 50 lbs.
- Ability to bend, stoop and twist continuously throughout the day
- Frequently ascends/descends a ladder to perform work.

## **How will my rate of pay be determined?**

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Each job category has a range of pay associated with it. Hiring managers have corporate guidance on assigning the appropriate rate of pay based on a variety of factors including:

- Years of proven experience for the job you are applying for
- If you qualify and meet our underwriting procedures to drive company vehicles
- Your knowledge and ability to operate equipment classes
- If you have special licensing, such as a CDL, Pesticide Applicators License, etc.
- References of direct supervisors impact the rate of pay of new hires
- Hiring managers can rate match a recruited team member from a competitor
- Salary: \$9.00 to \$14.00 /hour

**Disclaimer**

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The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. By signing below, I have read and understand the duties and qualifications to perform this position with or without reasonable accommodation. I also understand that the employer reserves the right to change these duties from time to time as business needs require and this is not considered all inclusive.

Employee \_\_\_\_\_ Date \_\_\_\_\_