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**Position:** MAINTENANCE CREW LEADER

**Reporting To:** Maintenance Operations Manager

**Positions That Crew Leader Supervises:** Maintenance Crew Members

**Description:** At Villani Landshapers, Maintenance Crew Leaders are self-motivated, customer-focused, experienced landscape industry professionals with demonstrated leadership ability and a passion for detail in their work. Crew leaders must be reliable in their daily attendance and adaptable, proactive and organized in their approach to running their crews efficiently.

**Responsibilities:**

- ☑ Leads, directs, and performs hands-on landscape maintenance work with a crew of 2-4 members on a daily basis
- ☑ Has the knowledge and experience to mentor crew members to safely and efficiently perform the daily field skills of the maintenance department
- ☑ Accurately completes all daily paperwork before leaving at the end of each work day
- ☑ Accountable for understanding budgets and efficiently directing crew members' work on properties to meet or stay under budgeted hours
- ☑ Responsible for managing the maintenance of assigned equipment, including coordinating maintenance with the shop mechanic, immediately reporting any equipment damage, and maintaining a clean and organized truck and trailer
- ☑ Respectfully and proactively communicates with clients, crew members, sales staff and management on a daily basis
- ☑ Accountable for attending and participating in the morning crew leader huddle with their route book and pruners prior to the start of each work day
- ☑ Follows and enforces all applicable safety rules on the job sites
- ☑ Makes recommendations to Operations Manager for crew member reviews, rewards, and discipline
- ☑ Lead by example in all tasks, always showing Villani Landshapers' "Passion for Detail" and setting high expectations for new and existing crew members
- ☑ Adheres to all company policies and procedures and promotes company core values.
- ☑ Abides by company dress code at all times and ensures that all crew members follow dress code as well
- ☑ Perform other incidental and related duties as required

**Qualifications:**

- 3 years landscape industry related experience
- Ability to perform physical labor continually for up to 12 hours a day, in a variety of changing weather conditions
- Demonstrated ability to safely operate all equipment used in landscape maintenance
- Ability to clearly verbally communicate with clients and internal staff
- Adheres to all company policies and procedures
- Wisconsin Pesticide License is desirable, but not required (Pay incentive available for obtaining Pesticide License)
- Valid Wisconsin driver's license with ability to maintain an insurable driving record is desirable, but not required. (Pay incentive available for insurable driver's license.)

**Compensation & Benefits:**

- \$15-\$20 per hour depending on experience
- Additional pay incentives may be available for licensing and job performance
- Uniform program with boot reimbursement
- Opportunity to work with new equipment
- Paid holidays

**Crew Leader Agreement**

I have read this list of Crew Leader Responsibilities and understand that I may be assigned others by my supervisors. I can perform, or can quickly learn to perform all of the responsibilities described above. I understand that my performance of these responsibilities will be the primary basis for evaluating me.

\_\_\_\_\_

Name

\_\_\_\_\_

Date