



6645 Chrisman Lane
Middletown, OH 45042
PH: 513-727-8469

Job Description

Team Leader Grounds Maintenance

Physical Demands

This position can be physically challenging to some people and requires that an employee can walk and stand for long periods of time while operating equipment. Other challenges will be kneeling for short periods of time while operating equipment.

Job Site Conditions

Employees working on a job site will regularly be exposed to loud noise, dust, dirt and mud, hot and cold weather conditions, rain and snow. Other conditions may be dangerous by nature, such as tree trimming and removal, being near and/or operating equipment.

Responsibilities

- Must arrive 30 minutes prior to departure to plan and organize the day's route, ensuring the necessary equipment and material are loaded for the scheduled projects of that day.
- Manages a team of 2 or more employees.
- Will be accountable for maintaining a large variety of landscape tasks, including, but not limited to: mulching, pruning, ornamental bed weed control and mowing.
- Determines problem issues on site and recommends or pursues action to solve issue in regards to company procedures.
- Oversees that each property is receiving the appropriate contracted maintenance tasks and that they are performed in a timely and professional manner in accordance to company procedures.
- Is expected to recognize and propose plans of action for any areas of improvement for maintained properties.
- Replaces landscape material and take precautions to determine the cause of damage and reduce the probability of reoccurrence.
- Ensures a safe working environment on job site by adhering to company guidelines in regards to properly maintained equipment and safety procedures.
- Properly operates truck/trailer combinations and non-CDL automatic and manual shift vehicles.
- Assumes responsibility for the proper training and management of team members in regards to company procedures and specified landscape/hardscape maintenance.
- Fulfills necessary administrative paperwork such as time sheets and work orders on a daily basis.
- Professionally provides quality customer service acting as the liaison between the customer and top management.
- Provides quick and thorough resolution to problem issues and notifies customers of project status and required maintenance fulfillments.
- Inspects equipment daily and notifies top management of damages or potential faulty parts.
- Remains on-call during times of snow/ice weather for commercial snow removal.

Knowledge and Experience

- High school diploma in addition to a minimum of one year in the landscape field.
- Must be able to read proficiently all company procedures, training guides, policies and effectively write work orders, customer notes or anything pertinent to client satisfaction.
- Must be able to confidently and professionally communicate with both management and customers alike. Must be able to efficiently operate various machinery and drive a truck/trailer combination.
- Valid Ohio Driver's License.