

Landscape Crew Leader

Planting / Paving / Basic Carpentry

Reports To: Construction Supervisor

Position Summary: A Landscape Crew Leader is a full-time, seasonal, supervisory and leadership position that works with landscape planting, paving, and basic carpentry installations.

Essential Responsibilities:

Managing

- Manage in-field projects in an efficient and timely manner.
- Communicate with Operations Manager about all work-related activity on a daily basis.
- Supervise and manage a landscape crew by prioritizing, organizing, and delegating assignments to crew.
- Pro-actively speak with customers about the entirety of the project – asking questions, answering questions.
- Comply with all safety policies, practices, and procedures.
- Read, comprehend, and interpret all correspondence, contracts, manuals, instructions.
- Write and keep accurate records of customer jobs and weekly timesheets.
- Solve practical problems and deal with a variety of situations.
- Prioritize tasks and handle multiple responsibilities and projects simultaneously.
- Read, interpret, and implement landscape plan.

Tasks

- Install trees, shrubs, and perennials in ground and in containers.
- Build and install basic carpentry-related construction projects.
- Install basic in-ground paving projects.
- Install and troubleshoot in-line drip irrigation systems.
- Operate general landscape equipment (e.g. leaf blower, power water).
- Operate basic carpentry equipment.
- Operate hardscape installation equipment.
- Install mulch.
- Install holiday/winter lights and décor.
- Drive a vehicle (van, truck, or box truck) and/or a vehicle with a trailer with competence and common sense.
- Work appropriately with potentially hazardous chemicals, such as but not limited to, fertilizers and pesticides.

Activity/Movement

- Frequently lifts, carries or otherwise moves and positions objects weighing up to several hundred pounds.
- Typically bends, stoops, and crouches on a regular basis.
- Constantly moves about to coordinate work.
- Regularly sets up, adjusts, controls, tests, operates, and cleans landscape equipment.
- Repeatedly climbs stairs and occasionally ladders.
- Repetitively works in locations of height (i.e. roof decks, balconies).

Essential Qualifications:

- 5 plus years' experience in the landscape industry.
- 2 plus years' supervisory experience.
- High School diploma or equivalent.
- Speak and understand conversational English.
- Ability to read and write English at a 12th grade level or higher.
- Excellent interpersonal and oral skills.
- Ability to handle details accurately with strong organizational skills.
- Strong commitment to meeting quantitative and qualitative goals.
- Ability to lift and/or move up to 100 lbs. with appropriate tools.
- Valid Illinois driver's license and clean driving record.
- Adept at working in outdoor conditions (for instance, low to high temperatures, rain, sun, wind, etc.)
- Personal commitment to Topiarius' mission.
- Successfully use a cell phone, e-mail, texting, and picture taking.

Essential Skills:

- Knowledge of plant materials (e.g. perennials, shrubs, and trees).
- Knowledge and experience with landscape tools and equipment.
- How to install mulch.
- Ability to work on construction projects both in ground and on above ground locations by reading a design and plan.
- Use and understand basic carpentry tools.
- Read and use a tape measure.
- How to sand wood surfaces.
- How to paint, stain, and oil surfaces.

Able to perform the following essential skills independently:

- Knowledge and experience basic carpentry equipment: hand tools, sanders, cut-off saws, grinders, generators, post-hole digger, pliers, screwdrivers, Allen wrenches, hammer, drill and impact set.
- Knowledge and experience hardscape installation equipment: compactors, tile saws, brick saws).
- Properly choose and reject chipped or mismatched paving materials.
- Properly choose and reject construction materials for projects.
- Blow and collect organic debris. Know how to use both a back pack and a hand held blower in an efficient and effective manner.
- Know how to read and use a tape measure, and make calculations based on those measurements.
- Knowledge and understanding of hardscape grades and bases by knowing how to
 - Determine and set grades.
 - Excavate to proper depth with grades in mind.
 - Prep and compact native soil.
 - Compact base with lifts.
 - Check and maintain proper grade with gravel.
 - Install sand bed using pipes and screed boards.
- Knowledge and understanding of dry-laid pavers, pedestal pavers, and natural stone installations by knowing how to
 - Lay pavers per design.
 - Flush installation of pavers even with inconsistent paver thicknesses.
 - Cut natural stone for tight joints.
 - Follow paver pattern from design.
 - Properly cut pavers with precision.
 - Make field adjustments with design in mind.
 - Fill joints with specified sand or joint.

- Install concrete edging when specified
- Understand and use proper pedestals.
- Keep all pavers level and true with slope adjusters shims and spacers.
- Ensure a secure and true paver in tough areas (along walls and in tight areas).
- Load/Unload & Transport materials. Know how to pack efficiently and without causing damage.

Other Desirable Qualifications:

- Proficient in Spanish.
- Familiarity with low voltage lighting.
- Understand and install low pressure drip irrigation systems.

Effective Date: Mid - March 2019

Hours and Compensation:

- Work from March-Dec, Mon-Fri 6:30 am – 3:30/4 pm. Potential for Saturday hours.
- Hourly Position: \$18-22 (rate will be commensurate with education and years of experience).
- Paid holidays.
- Paid Time Off and Paid Sick time.
- Company cell phone.
- Medical and dental insurance plans.
- Retirement plan available after 1 year of employment & minimum 1000 hours of worked.
- PayActive (for times when accessing your earned wages before you get your check is necessary).
- Complimentary Life Insurance and Long-Term Disability plans.

Note: Topiarius is non-union shop.

Before Applying:

Visit Topiarius' website (www.topiarius.com) to become familiar with our company. Review the full job description for this position at <https://www.topiarius.com/jobs/>.

To Apply:

No phone calls, please. Please send the following to JobOpportunities@topiarius.com:

- Resume (**as an attachment in MS Word or PDF format**)
- Cover letter explaining why you would be a good fit for this position (**in the body of the e-mail**)

OR

Complete Job Application.

Please Note:

- Final candidates may be required to undergo a background check.
- All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, or other status protected by applicable law.
- Nothing in this job description restricts the supervisor's right to assign or reassign duties and responsibilities to this job at any time.
- This position is job graded on Topiarius' scale of Technical 1 (Entry/Apprentice) – Technical 4 (Career/Accomplished) at T3/T4.