

# Fine Gardening | CREW LEADER

Reports To: FG Supervisor

Position Summary: A Fine Gardening Crew Leader is a seasonal full-time position (March – December) that oversees Fine Gardening accounts and Seasonal Rotation accounts for a clientele with high-level expectations.

Essential Responsibilities:

## **Teamwork | Managing**

- Supervise and manage a crew (i.e. one-two people) by prioritizing, organizing, and delegating assignments to crew.
- Manage maintenance accounts in an efficient and timely manner.
- Audit assigned clients/accounts on a quarterly basis.
- Ensure all safety policies, practices, and procedures are complied with.
- Maintain cleanliness, operation, and inventory of all assigned supplies, equipment, and vehicle.
- Solve practical problems and deal with a variety of situations.
- Communicate with FG Supervisor about all work-related activity on a daily basis.
- Prioritize tasks and handle multiple responsibilities and projects simultaneously.
- Read, comprehend, and interpret all correspondence, contracts, manuals, maintenance instructions.
- Responsible for pro-actively speaking with customers about the entirety of the project – asking questions, answering questions, and passing information to FG Supervisor.
- Teach and mentor crew members on landscape maintenance, container planting and overall workmanship.
- Write and keep accurate records following procedures (i.e. receipts, timecards, drop sheets, etc.)
- Maintain a professional, helpful, and optimistic attitude when working with all Topiarius staff and clients.

## **Technical Role**

- Plant seasonal annuals in containers and in-ground.
- Plant, transplant and divide perennials, shrubs and trees.
- Work appropriately with potentially hazardous chemicals, such as but not limited to, fertilizers and pesticides.
- Operate general landscape equipment (i.e. lawn mower, leaf blower, power washer, aerator, etc.).
- Weed within landscape beds, containers, and hardscapes.
- Install mulch (or equivalent).
- Maintain turf (mow, edge, over-seed, aerate, fertilize) and install sod.
- Identify and pick up trash and debris.
- Clean exterior surfaces.
- Transport materials and supplies through client homes with the utmost care.
- Paint and install decorative branches.
- Drive a vehicle (van, truck, or box truck) and/or a vehicle with a trailer with competence and common sense, primarily within the City of Chicago.
- Observe garden alterations, changes, needs, and opportunities, and report to Ops Manager.

## **Activity/Movement**

- Frequently lift, carry or otherwise move and position objects weighing up to several hundred pounds using appropriate tools.
- Regularly set up, adjust, control, test, operate, and clean landscape equipment.
- Repetitively work in locations of height (i.e. roof decks, balconies).
- Constantly move about to work.

- Regularly bend, stoop, and crouch on a regular basis.
- Repeatedly climb stairs and occasionally ladders.

Essential Qualifications:

- 4-8 years' experience in landscaping.
- High School diploma or equivalent.
- 3+ Years of Supervisory Experience.
- Able to count, add, subtract, multiply, divide for basic math, as well as, cubic load calculations.
- Able to read and write English for industry specific tasks.
- Able to lift and move up to 100 lbs. with appropriate tools.
- Adept at working in outdoor conditions (i.e. low to high temperatures, rain, sun, wind, snow, etc.)
- Able to handle details and instruction accurately.
- Personal commitment to Topiarius' mission.
- Personal commitment to providing exceptional services for clients.
- Fluent in English.
- Attentive to physical details in the landscape.
- Excellent interpersonal and communication skills.
- Have strong organizational skills and follow-through.
- Have a valid IL driver's license and a clean driving record.

Essential Skills:

Essential skills need to be performed in an accomplished manner so as to work independently.

- Knowledge and experience with landscape tools and equipment.
- Understand low-voltage lighting system installations.
- Plant annuals in landscape beds.
- Plant seasonal displays.
- Plant, transplant, or divided perennials, shrubs, and trees (less than 15'-18').
- Edge turf and landscape beds.
- Blow and collect organic debris
- Prune shrubs, trees, and perennials using proper horticultural techniques.
- Maintain and care for turf.
- Install sod.
- Identify plants.
- Work with in-line drip irrigation systems & water features.
- Record and document daily activities.
- Use mechanical, organic and chemical controls for Integrated Pest Management (IPM).
- Install holiday/winter lights.
- Mulch Installation.
- Weed.
- Water.
- Collect trash.
- Trouble-shoot general problems on job-sites.
- Clean exterior surfaces.
- Set-up/take-down of shade sails and covers for retractable shades. Load/Unload & Transport materials.

Other Desirable Qualifications:

- A Bachelor's Degree.
- Certifiable education in a landscape related field.
- A Chemical Applicator's or Operator's license.
- Able to receive and give instructions in Spanish.

*This position is rated at a T3/T4 job grade.*

**Effective Date:** March 2019

**Hours and Compensation:**

- March-Dec, Mon-Fri 6:30 am – 3:30/5pm. Saturday hours during peak service times.
- Hourly Position: \$17- \$20 (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](http://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](mailto: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.