

# Fine Gardening Supervisor

**POSITION SUMMARY** The Fine Gardening In-Field Supervisor serves in a full-time, supervisory/leadership role with a team of 8-10 people. As a Supervisor, this position will manage, guide, and help crews on maintenance services and seasonal annual rotations (spring, summer, fall, and winter/holiday).

**REPORTS TO** FG Director

## **OVERALL PROJECT MANAGEMENT**

- Read, comprehend, and interpret all applicable correspondence, contracts, manuals, and instructions.
- Inform Scheduling Coordinator of pertinent information pertaining to project scheduling.
- Pro-actively communicate on a regular basis with the designer/sales team to clarify project details, (especially before making any design changes), project needs and challenges.
- Understand the scope and progress of each active project within your department.
- Work with other crew members to problem-solve and implement their projects.
- Lead a crew for in-field project work in an efficient and timely manner, if necessary.
- Provide clients with information as needed, otherwise direct clients to their design/sales associate.
- Be professional and courteous to everyone on the project.

## **MEETINGS**

- Attend **on-site meetings** as needed.
- Attend weekly **department meetings**.
- Attend monthly **vehicle safety meetings**.

## **SAFETY**

- Comply and enforce all safety policies, practices, and procedures.
- Report all staff injuries to Human Resources immediately.
- Process weekly vehicle safety check forms.
- Report all fleet and small engine issues to Fleet Mechanic.
- Solve immediate (day-of) vehicle issues per procedures.
- Orient FG drivers to their vehicle(s) and facilitate their Topiarius driving test.
- Ensure all staff are utilizing PPE and safety equipment.
- Inform PPE purchaser of any needed supplies.

## **DAILY DETAILS**

- Review all future daily work tickets. Prepare and verify all materials and tools are ready and meet standards for next day.
- Review and approve timesheets in LMN time on a daily basis.
- Process all staff receipts and invoices on a daily basis and turn into bookkeeping.
- Ensure site photos are updated daily to Google Photos.
- Ensure each crew has necessary materials and tools for their job.
- As needed, submit purchase requests for materials, tools, etc. following established procedures.
- Respond to all calendar invites, e-mails, and texts.
- At the end of each day update the Scheduling Coordinator with the status of all in-field projects via the phone, e-mail, or in-person.

- Actively observe staff and submit recommendations for Awesome Awards.
- Work with crew leaders assigned to various over-site tasks (e.g. tools, vehicles, training) to provide direction, encouragement, and accountability.

### **SEASONAL**

- Perform winter and mid-summer tool inventories.
- Participate and help lead staff training.
- Review department's facility organizational needs and make recommendations to the director.
- Perform 6-month job audits for profitability.

### **HUMAN RESOURCES**

- Help facilitate training for new hires (e.g. phones/software, facility orientation, daily work routines/processes)
- Work with HR to perform staff reviews (new hire 30 day and 90 day, as well as, annual reviews).
- Provide accountability for team members by following up with their performance goals.
- Work with HR to write any performance transgressions.

### **ACTIVITY/MOVEMENT**

- Frequently lifts, carries or otherwise moves and positions objects weighing up to several hundred pounds using appropriate tools.
- Typically bends, stoops, and crouches on a regular basis.
- Constantly moves about to work.
- Regularly operates and cleans carpentry 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 maintenance and seasonal rotations.
- 3 plus year's supervisory experience.
- High School diploma or equivalent.
- Speak and understand conversational English and Spanish.
- Ability to read and write English at a 12<sup>th</sup> grade level or higher.
- Ability to perform math / shop arithmetic.
- Ability to lift and move up to 100 lbs. with appropriate tools.
- Adept at working in outdoor conditions (for instance, low to high temperatures, rain, sun, wind, etc.)
- Personal commitment to Topiarius' mission.
- Valid IL driver's license and a clean driving record.
- Successfully use a cell phone, e-mail, texting, and picture taking.

### **ESSENTIAL SKILLS**

Perform the following skills in an accomplished and independent manner, additionally being able to instruct others on how to perform them:

- Knowledge and experience with landscape tools and equipment.
- Plant annuals in landscape beds and containers.
- Plant/install seasonal displays.

- Install holiday/winter lights.
- Able to identify perennials, shrubs, and trees in Chicago's zone.
- 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.
- Use mechanical, organic and chemical controls for Integrated Pest Management (IPM).
- Ability to ID pests and invasive weeds in the landscape, understand their impact, and suggest/know proper corrective measures.
- Mulch installation.
- Weed.
- Water.
- Collect trash.
- Trouble-shoot general problems on job-sites.
- Clean exterior surfaces.
- Load/unload & transport materials.
- Understand low-voltage lighting system installations.
- Knowledge and experience with in-line drip irrigation and spigot timers.

#### **OTHER DESIRABLE QUALIFICATIONS**

- Higher education degree.
- Successfully utilize other forms of technology, such as, but not limited to, tablets and computers.

**Effective Date:** September 2019

#### **Hours and Compensation:**

- Work heaviest from March-Dec, Mon-Fri 6:30 am – 3:30/4 pm. Minimum 40 hours/week with overtime. Potential for Saturday hours.
- Approximately 30-40 hours per week in off-season (typically Jan-Feb).
- Hourly Position: \$25 - \$28 (rate will be commensurate with education and years of experience).
- Paid holidays.
- Paid Time Off and Paid Sick time.
- Company cell phone.
- Usage of company shop equipment during company's off hours. (5,000 square foot shop).
- 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**)

**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.