



Job Title: **Crew Member:** Landscape, Maintenance, Turf, Holiday Decorating, and Snow Removal
Reports to: Grounds Maintenance Production Manager (Fernando Negrete); Assistant Manager, Grounds Maintenance (Nacho Arqueta); and Landscape Production Manager (Nelson Diaz)
FLSA Status: Non-Exempt

Job Description & Responsibilities

Daily

- Adhere to all company policies as documented in Employee Handbook and Safety Manual
- Report accidents or property damage, immediately, to Crew Leader, Manager and office
- Assist Crew Leader, as needed, in prepping for the work day and producing work
- On work sites:
 - a. Service equipment as required and directed by Crew Leader
 - b. Produce work with your Crew
- Before you leave a work site –
 - a. Close and lock all gates
 - b. Pick up all debris/dirt/trash from the driveway, walkways, sidewalks, stairs, decks, and patios daily
 - c. Clean off (blow), load, and secure all tools/equipment back into the truck DAILY
- After returning to the shop:
 - a. Return any and all tools not directly assigned to your truck
 - b. Check/restock supplies (oil, etc.), as necessary
 - c. Make sure interior of vehicle is clean (remove trash), windows up and side/back doors locked

Monthly

- Work with Crew Leader to inventory all tools, equipment, and supplies in your truck

Annually

- Actively participate in your Performance Evaluation, conducted by your Crew Leader and Manager
- Identify opportunities to gain experience and learn new skills

Seasonally – As necessary, work with/support your Crew/Crew Leader with the following services to/for K&H clients:

- Snow Removal
- Holiday Decorating
- Gutter Cleaning

Essential Functions

Lift 35 # (70# with assistance)

Pick up and stack material, equipment, tools, scrap etc. from ground

Bending, lifting, walking on uneven sloped terrain

Shoveling sand, dirt, gravel and snow

Climb ladders

Requirements

Physically able to perform essential functions

Legally eligible to work in the United States

Work overtime as needed

Show up on time every day