**C:\Users\Mom Laptop\Dropbox\MPMH Incorporated\Promotional Materials\Logo\Alpine Lawn Landscape.png** Please e-mail your resume to: alpinelawnandlandscape@gmail.com

Alpine Lawn and Landscape is a Utah lawn maintenance company that is based out of Orem Utah. We currently provide yard maintenance services for high end clients in Utah County. There is a lot of growth potential and opportunities to work into a management position in this growing company. We are currently looking for qualified individuals to fill the following position.

**Lawn Care Crew Lead**

**This position may require the employee to perform all, but not limited to, the tasks listed below.**

This position is responsible for directing 1 – 5 crew members in daily operations including quality control, training, punctuality and safety.  Candidates must also have strong organization skills, ability to complete appropriate paperwork, and possess good leadership and communication skills.  The employee will provide quality service that meets or exceeds our customers’ and management’s expectations.  The employee will show attention to detail and effectively communicate with subordinates, peers and his/her supervisor.  All employees will possess a friendly, customer service minded attitude and will conduct themselves in a professional manor.   (Crew Lead reports directly to Operations Manager)

**Supporting the Operations Manager in Daily/Weekly tasks:**

**1.** Supervise daily preparation of trucks, equipment, and inventory.

• Report 30 minute before start time (7:00am in Pleasant Grove) to pickup truck,

prepare/review the day’s work with the Director of Operations, and prepare for the day.  First to report

& last to leave each day.

• Supervise & load all tools, gas, and other necessary equipment/materials. Secure all equipment safely.

Helping as necessary.

• Supervise checking truck oil, fluids, tire pressure, proper trailer connection, and all lights are in working

condition.

**2.** Perform and manage landscape and maintenance tasks on client’s properties.

• Work in conjunction with the Operations Manager to ensure the work contracted is implemented

efficiently and according to the contracted specifications.

• Provide management and labor associated with the installation of landscapes, maintenance of all lawns

& garden beds, including cleanouts.

• Perform all tasks of operations including but not limited to mowing, line trimming, blowing, leaf and

debris removal, weeding, edging, hedging, raking, pruning and mulch installation.

• Provide “on the job” training to all crew members in safety, equipment, technique, etc.

• Ability to coach members of the team as needed, and track this task.

• Ability to fill out accident/incident report forms as needed.

• Oversee proper safety equipment and Personal Protective Equipment usage and practices of the crew.

• Proactively address questions or concerns with the clients.  Communicate customer’s questions

immediately with the Operations Manager.  Update customer with the status of the work progress.

**3.** End of the day duties.

• Complete time sheets for self & crew members.  Complete all job site reports & report all sales

opportunities. Inventory and report materials used on the job that day.

• Review the next 2 week’s jobs and prepare for the next day’s jobs.

• Unload/load equipment and material, clean out truck/trailer by removing trash, debris, etc. daily.

• Clean equipment {including all mower decks} and return to storage location.  Report damaged or broken

equipment to your manager immediately to get parts on order.

• Fill truck, mowers, equipment, and cans with gas in preparation for the next day (or as necessary).

Education and experience:  At least 2 years of experience with a landscape crew.

At least 2 years of landscape related studies would be helpful.

Strict adherence to company’s employee manual & procedures in required from all employees.

**Performance skills and qualifications:**

• Ability to lift 60 lbs. + consistently throughout the day.

• High attention to detail…the customer doesn’t see what we do, they see what we don’t do that they paid

for.

• High ability to deal with ambiguity in a high stress environment while keeping your composure on and

off the job.

• Available to work a varied schedule (including Saturdays) in all adverse weather conditions.

• Stoop, stand and bend for 10 hours or more a day.

• Strong knowledge of grass required.

• Ability to read & write English, including maps & diagrams.

• Irrigation repair and pesticide application experience a plus.

• A valid Utah State driver’s license with a good record \***REQUIRED**.

•Must pass social security verification.

•Drug and alcohol free work place

We are an equal employment opportunity employer. We adhere to a policy of making employment decisions without regard to race, color, religion, gender, sexual orientation, national origin, citizenship, age, height, weight, or disability. We assure you that your opportunity for employment with us depends solely on your qualifications.