



---

## **JOB DESCRIPTION: CONSTRUCTION CREW LEADER**

### **CLASSIFICATION PURPOSE**

This non-exempt position is responsible for performing a variety of operational tasks involving landscape construction, irrigation, equipment operation, and site management; perform related work as required.

### **ESSENTIAL FUNCTIONS**

*The examples of functions listed in this job description are representative, but not necessarily exhaustive, of any one position in this job classification. Management may assign other functions not listed herein at its sole discretion.*

- Performs landscape installation functions (e.g., construction, hardscape, irrigation, drainage, horticulture);
- uses hand tools (e.g., pick, shovel), complex tools (e.g., wire tracker/transit), and construction equipment (e.g., backhoes, trenchers) properly;
- leads safety meetings;
- leads the work activities of a full crew;
- conducts job site inspections;
- completes job site checklist;
- responsible for scheduling delivery of materials and equipment;
- responsible for crew's production rates, quality control and safety;
- assists in job scheduling and coordination of subcontractors;
- ensures all employees attend the tailgate meetings;
- confirms all employees are operating safely at all times including reviewing potential traffic hazards;
- performs hard hat checks and safety gear checks;
- conducts underground alert reviews;
- ensures other trades conduct hazard reviews and perform public safety checks;
- maintains a hazardous communication folder including all relevant forms for chemicals used on the job site;
- reports reckless or dangerous activities to the job Installation Manager;
- ensures all employees abide by all internal controls and compliance practices;
- reviews and manages crew schedules;
- completes a pre-trip inspection report each day before dispatch for all Class A and Class B equipment;
- coordinates with management, customers, and employees as needed;
- safely drives crews to and from jobs, adhering to Company's safety policy and ensuring that the public will be safe while in contact with crews;
- safeguards assets from theft and misuse;
- able to be certified in first aid;
- makes order requests on Material Requisition Form;
- reads elevations and programs controllers;
- knows Dig Alert procedures;
- communicates using Spanish and basic English;
- demonstrates strong horticulture knowledge;
- installs low voltage wiring;
- interprets all aspects of landscape plans and specifications;
- maintains daily log (e.g., app time, as-builts, truck repairs);
- meets vendors and subcontractors;
- thinks ahead and completes tasks efficiently within budget, production rates, and timelines;
- demonstrates full knowledge of multiple trades and construction;
- role models PPE usage;
- ensures job site is safe;
- completes administrative duties (e.g., crew timecards, signs for all deliveries, equipment inventory, punch lists);
- reads blueprints;
- installs irrigation systems;
- completes assignments within labor goals and specifications without sacrificing job quality;
- performs Winter Service (e.g., snow clearing, snow plowing, shoveling, salting) as needed;
- provides excellent service (e.g., accurate, complete, and timely) to clients, work-site partners, and Company staff in a courteous and efficient manner.

## **COMPETENCIES**

- **Safety:** Performs all job functions safely; complies with all safety policies, procedures, and standards (e.g., PPE, proper lifting, wears seat belt when in a vehicle or equipment); reports all safety-related incidents to supervisor immediately; attends all safety meetings.
- **Results Oriented:** Maintains focus on outcomes; is proactive and goal oriented; concentrates on meeting objectives, delivering to the required time, cost and quality; holds performance as more important than process; completes tasks as defined by production rates.
- **Field Operations Management:** Manages all materials at the job site (e.g., preparation, planting, clean-up); handles chemicals (e.g., fertilizer, containers, SDS) properly; monitors irrigation controllers; completes appropriate paperwork (e.g., time cards, material requests).
- **Construction:** Demonstrates full knowledge of multiple trades including construction, irrigation, hardscape, and low-voltage lighting; reads elevations, blueprints, specifications, and plans accurately; oversees erosion control.
- **Job Quality:** Understands the relationship between job quality and customer service, satisfaction, and retention; ensures landscape and horticulture quality standards are met for every job.
- **Customer Service:** Consistently exceeds customer expectations; keeps customers well-informed, listens to them attentively, and addresses their concerns; enacts a personal approach to customer service.
- **Interpersonal Skills:** Treats others with respect, collaboration, and support in such a way that work relationships are improved and morale is increased; is approachable; has effective communication skills.

## **EDUCATION/EXPERIENCE**

An example of the preferred education, training, and/or experience that demonstrates possession of the knowledge, skills, and competencies for this position includes: at least three (3) years of professional landscape management experience similar to that described above.

## **ESSENTIAL PHYSICAL CHARACTERISTICS**

*The physical characteristics described here are representative of those that must be met by an employee to successfully perform the functions required by this job classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the functions of this job classification, on a case-by-case basis.*

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; stoop, kneel, bend to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; move, lift, and carry objects weighing up to 80 pounds; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range.

## **SPECIAL NOTES, LICENSES AND CERTIFICATIONS**

**Pre-employment:** Incumbents must sign the Confidentiality, Non-disclosure, and Non-solicitation Agreement prior to their first day on the job.

**License:** Possession of a valid driver's license is required for the crew leader position. Failure to maintain license will result in demotion.

**Language:** Though not required, bilingual English and Spanish skills are desirable.

**Certifications:** No certifications are required of this position.

**Working Conditions:** Work is conducted outdoors, exposed to varying temperatures, weather conditions, and noise levels; exposure to dust, pesticides, herbicides, grease, oils, dust, fumes, and electrical currents.

**Background Investigation:** Incumbents must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates may be subject to a background investigation and/or drug test.

**Introductory Period:** Incumbents appointed to this job classification serve an introductory period of three months.

## **KEY PERFORMANCE INDICATORS**

The Key Performance Indicators for this position will be specified at the time of appointment.

Reviewed and Signed: \_\_\_\_\_

Date: \_\_\_\_\_