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## **JOB DESCRIPTION: CONSTRUCTION CREW MEMBER**

### **CLASSIFICATION PURPOSE**

This non-exempt position is responsible for performing a variety of unskilled and semi-skilled landscape construction tasks including digging, carrying materials, irrigation, drainage, landscape, and equipment operation; 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.*

- Uses hand and/or power tools or equipment to perform a wide range of landscape and irrigation duties;
- sets sod, sprinkler heads, non-sewage catch basins, and tree stakes;
- moves soil, equipment, and materials, digs holes, and plant trees, shrubs, and flowers;
- waters vegetation using a hose;
- applies fertilizer and planting tablets;
- clears and back fills ditches and trenches for irrigation and drains;
- digs and back fills holes for plants, trees, and shrubs;
- performs handwork as necessary using a pick, shovel, rake, wheelbarrow, broom, or other hand tools;
- installs sprinklers;
- cleans drains, and tree wells;
- operates powered equipment (e.g., auger, jack hammer, stake pounder);
- performs rough grading using a rake;
- carries materials (e.g., sod, rocks, and plants);
- maintains tools and equipment to ensure safety;
- attends safety meetings;
- performs general clean-up at the work site;
- performs final grading;
- completes basic landscape maintenance activities;
- completes tasks according to production rates;
- performs elevation tasks correctly;
- connects irrigation and drainage pipe using glue;
- role models PPE usage;
- safeguards assets from theft and misuse;
- complies with business ethics, applicable laws and regulations;
- maintains confidentiality of proprietary information;
- reconciles physical assets to accounting records;
- uses hand equipment with mechanized moving blades such as gas-powered shears;
- works from elevated heights such as an 8' A-frame ladder;
- performs erosion control;
- 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.
- **Construction:** Clears and back fills trenches for irrigation, cement footings, and drains; removes soil and rocks; digs and back fills holes for plants, trees, and shrubs; performs rough grading using a rake; carries materials (e.g., sod, rocks, brick, wood, and plants); cleans debris from work site.
- **Equipment Operation:** Operates various hand tools (e.g., pick shovel, rake, trowel, and wheel barrow) and power equipment (e.g., back hoes, trenchers, compressor, auger, saws, drills, grinders, and jack hammer) properly and safely; performs basic equipment maintenance and repair.

- 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: no previous experience is required for this position.

**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: Though not required, possession of a valid driver's license is desirable.

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.

Received and Signed By: \_\_\_\_\_

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