



## Job Description

**Job Title:** Team Leader

**Reports To:** Owner

**Shop Location:** 11 Lakeshore Road East, R.R. #1 Oro-Medonte, L0L 2E0

### Summary Statement

Under the supervision of the business owner the employee will be responsible for leading property maintenance of residential and commercial properties with a crew of gardeners and senior gardeners. These duties include but are not limited to spring clean ups, lawn maintenance, annual and perennial plantings, fall clean ups, operating power equipment and various manual labour requirements. The remaining points are inserted under the duties and responsibilities section.

### Key Relationships:

**Internally:** President, Owners and Co-workers

**Externally:** Customers, Commercial and Residential Property Owners, Suppliers, Property Management, other trades

### Qualifications:

#### Education

- Essential:**
1. Completion of a high school diploma or an equivalent.
  2. Minimum 2 years gardening experience.

- Preferably:**
1. Educational qualifications in the area of landscaping and/or gardening.
  2. Post secondary education.

#### Knowledge

- Essential:**
1. Working plant knowledge of perennials, shrubs and annuals.

#### Skills and Abilities

- Essential:**
1. Ability to work independently as well as cohesively with employees and managers as part of a team.
  2. Excellent problem solving skills in order to resolve conflicts and problems independently.
  3. Excellent interpersonal skills in order to maintain an excellent rapport with customers and co-workers.

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### **Physical Effort required to perform the job:**

- ✿ Physical demand is required.
  - ✿ Heavy lifting is required and will consist of 50 lbs. or less.
  - ✿ Continuous standing, sitting, kneeling, crouching and bending often is required.
  - ✿ Repetitive motions and hand/wrist vibration.
  - ✿ Able to stand the elements of weather i.e. rain and heat.
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### **Major duties and responsibilities:**

- ✿ Spring clean ups, which involves, raking of lawn areas, cleaning out gardens of fall debris, turning of gardens and edging of garden perimeters.
  - ✿ Trimming, pruning and shaping of shrubbery, hedges, plant material and occasionally cutting back of trees.
  - ✿ Small tree and shrubbery planting.
  - ✿ Annual and perennial plantings and continuous maintenance of such throughout the season including watering and fertilizing.
  - ✿ Mowing and trimming of turf grass as well as top dressing and seeding and fertilizing of grass and occasional laying of sod.
  - ✿ Weekly or bi-weekly weeding and cultivating of ground gardens.
  - ✿ Application and mixing of soil, peat moss, and spreading of mulch to applicable gardens.
  - ✿ Fall clean ups, which involves, pulling out dead annuals, pruning back dead perennials, wrapping trees for winter, raking lawns free of leaves, planting spring bulb material.
  - ✿ Monitors and motivates team to work to their fullest potential.
  - ✿ Assists with providing education and expertise on plant identification, plant care, task completion, etc.
  - ✿ Monitors absenteeism/punctuality and addresses issues promptly with ownership.
  - ✿ Proactively and promptly addresses any client concerns and reports immediately to ownership of the challenges faced.
  - ✿ Ensures completion of every project/property and duty focused on.
  - ✿ Ensure excellent communication and client experience.
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### **Responsibility for Resources under the direction of the Owner:**

- ✿ Responsible for recording time spent at job sites, travel time, dump time and frequency and recording number of employees present.
- ✿ Responsible for recording all materials used at job sites.
- ✿ Responsible for care of work vehicles and tools.
- ✿ Working with loaders, ensures supplies and tools are stocked and on truck based on daily requirements.
- ✿ Keeps tools and power equipment maintained and ready for daily use and reports any challenges to ownership immediately.
- ✿ Follows procedures as required for tool and power equipment repair.
- ✿ Ensures proper use and care of hand tools, power equipment and refueling of power equipment.
- ✿ Organizes and accurately completes paperwork as required and/or works with senior gardeners on same.
- ✿ Provides excellent leadership (proactive, motivational and team building), communication and interpersonal skills.
- ✿ Follows and enforces the company employee manual.

- ❁ Ensures safe work practices are followed, while completing tasks in a timely and professional manner.
- ❁ Provides clear direction and responds to crew member questions with respect.
- ❁ Operates company vehicles in a safe and professional manner.
- ❁ Represents the Company in a professional manner in all interactions (i.e. with public, sub-trades, peers)
- ❁ Brings concerns re safety or personal/staff issues promptly to the attention of Ownership.
- ❁ Follows and engages staff in Company procedures and policies as outlined in the Employee Manual.
- ❁ Punctual and dependable especially in peak season when needed.
- ❁ Attends all mandatory meetings.
- ❁ Actively contributes to effective management of resources (i.e. scheduling, logistics, implementation)

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### **Responsibility for Decision Making under the direction of the Owner:**

- ❁ Takes initiative to make responsible decisions when owner is not present.
- ❁ Responsible for delegating job duties to team members fairly and equably based on experience and talent.
- ❁ Responsible for promoting Health & Safety.
- ❁ Problems tend to be routine and standard with little variation.

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### **Working Conditions**

- ❁ Wide range of weather conditions, hot and cold, dusty and windy etc.
- ❁ Work outdoors in varying conditions (i.e. biting insects, indigenous wildlife, various temperatures, inclement weather)
- ❁ Work alongside open bodies of water.
- ❁ A review of this job description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.
- ❁ This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.



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**I understand and acknowledge my duties and responsibilities as described in the following job description.**

**I understand that my job is not limited to the outlined duties and responsibilities.**

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**Name (Please Print)**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature**