



## Job Description

**Job Title:** Grounds Crew

**FLSA Status:** Non-Exempt

**Date:**

**Summary:** Performs professional tree removal/maintenance activities as directed by Crew Leader by safely performing the following duties:

**Duties and Responsibilities** include the following. Other duties may be assigned.

1. Prepping vehicle and equipment daily according to daily workload and scope of jobs.\*
2. Coordinates with Crew Leader on jobsite obstacles and hazards and necessary tools and equipment for the job.\*
3. Performs work zone safety procedures such as the placement of cones and signs, and the provision of traffic control.\*
4. Preps work zone to include moving landscape or hardscape.\*
5. Assist climbers and crew leaders working on the ground and aloft; assist with rigging; ropes and pulleys and debri removal.\*
6. Operates tree service equipment to include chippers, chainsaws, hedge trimmers and various hand tools in accordance with approved operating requirements and safety procedures.\*
7. Assist with implementation of tree felling procedures such as rigging, clearing limbs from the work site, feeding wood chipper, etc.\*
8. Performs breakdown and clean-up duties at the work site.\*
9. Performs equipment maintenance duties in accordance with approved safety procedures at the start of each day, between job sites and at the end of each day to include: changing oil in equipment, cleaning oil and air filter, sharpening blades and repairing broken equipment.\*
10. Operates company vehicles in safe and courteous manner and in accordance with safety policy manual.\*
11. Reports all accidents/damage/malfunctions to management immediately.\*
12. Ensures trucks and equipment are secured while on job sites.\*

13. Protects items in the work area such as cars, windows and people from damage due to flying debris from equipment.\*
14. Wears appropriate clothing and safety equipment in accordance with approved procedures.\*
15. Communicates and reports any account problems or customer complaints, including damage to customer property, to the supervisor and/or owner immediately.\*
16. Follows daily work instructions in an efficient manner.\*
17. Maintains a clean and safe work environment at all times.\*
18. Attends company and safety meetings as required.\*
19. Maintains regular and consistent attendance.\*
20. Performs other duties as assigned.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Skills and Abilities:**

Oral Communication Skills	Professionalism
Written Communication Skills	Time Management
Organization	Risk Analysis
Planning	Basic Computer Skills
Project Management	Ability to lift up 75 lbs.

**Language Ability:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates and Licenses:**

Valid Driver's License

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to work near moving mechanical parts; work in high, precarious places; outdoor weather conditions and vibration. The employee is frequently exposed to fumes or airborne particles.

The noise level in the work environment is usually very loud.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee is frequently required to talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 75 pounds.

**Employee Acknowledgement:**

I have received this job specification and agree to fulfill the duties and performance expectations to the best of my ability. I understand that the Company reserves the right to change this job specification at its sole discretion for any reason and at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date