

Hillenmeyer Landscape Services
Position Description

The Position:	Team Leader 1
Reports to:	Production Manager
Principal Focus of the Position:	The primary purposes of this position are: 1. Supervision of team members, and labor tasks associated w/ landscaping, lawn maintenance, and lawn care services.
Key Measures of Success	<ul style="list-style-type: none"> • Must demonstrate outstanding leadership skills through professional direction and coordination of resources. • Must meet budgeted hours • Must maintain superior quality • Must possess or have the ability to gain knowledge of landscape and lawn maintenance industry related concepts, practices, procedures and equipment. • Must possess a valid KY driver's license. • Must Possess KY State applicators license.
Essential Duties and Responsibilities:	Personnel Management
	<ul style="list-style-type: none"> • Transport team members to and from job sites. • Assigns and directs landscape and lawn maintenance tasks at job sites for 1-3 Associates. • Supervises all daily production functions for a yearly revenue value of less than \$250k. • Completes and submits detailed administrative forms associated with daily team activities. • Conducts daily safety checks at each property. • Conducts on-the-job training for new team members. • Controls quality control tasks at each property. • Assists the team with cutting and maintaining lawns, grass, and/or farms to quality standards established by the Company. • Performs weeding and maintenance functions in all plant, flower, tree, shrub, and bed areas. • Installs and cares for plant material. • Manages weekly tasks at each property according to established production goals. • Communicates issues, suggestions, and concerns to the Production Manager and Department Manager on a daily basis. • Responsible for on-call snow removal duties as assigned during winter months. • Regularly lifts, pushes, pulls and carries loads in excess of 50lbs. • Performs all tasks assigned in a safe manner resulting in zero injuries to self and fellow team members.
Education:	High School diploma or equivalent a plus. Prior supervisory experience helpful.
Experience:	<ul style="list-style-type: none"> • 1-3 years landscape and/or lawn maintenance.
Leadership Characteristics:	<ul style="list-style-type: none"> • Well-developed leadership skills. A passion for client service. • Team player that relates well to and works well with clients and employees.
Other Attributes:	<p>Communication Skills Written – Writing must be concise, organized and clear. Oral – Conveys messages clear and concise.</p> <p>Follow-up Respond to identified issues in a timely manner. Remove barriers. Communicate status to appropriate individuals.</p> <p>Professionalism Dress and act in a manner that conveys quality of service. Establishes a team mentality among managed services employees and infield relations. Concerned about the quality of work delivered to the client. Intolerant of mediocrity in himself/herself, peers and management. Stress quality, excellence, and honesty in thoughts and actions.</p> <p>Integrity and Character Is dedicated to doing what is in the company's best interest. When conflicts, issues, or mistakes occur, this individual communicates the items and does not hide or ignore them.</p>