



JOB DESCRIPTION

Job Title: Groundsman

Reports to: Crew Leader (CL)

Department: Tree Care

Date: 8/01/2019

Status: Non-Exempt

POSITION SUMMARY:

The primary role of the Tree Groundsman is to exceed field jobs and provide support and training of all new crew members.

EXPERIENCE & TRAINING:

The primary role of the Tree Groundsman will have the ability to perform multiple tasks and meet critical deadlines and possess technical knowledge of commercial tree trimming practices. Also perform all assigned field duties while maintaining the highest efficiency, safety and production standards.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are examples of the work typically performed by an employee in this position:

A. Performs job functions timely and efficiently.

- Uphold and promote and exceed all standards of safety as described in SGI's policies and OSHA regulations. Immediate reporting of any employee injuries and liability claims or job problems to the Crew Leader.
- Exceed company policy, systems and procedures of all Field Operations, Safety, Quality Control and Technical Training Programs. Assist tree climbers with tree maintenance and removals. Assist Crew Leader with training of all new employees to their duties and responsibilities and acceptable SGI performance levels.
- Support and receive direction for work to be completed and be held accountable for production and quality standards.
- Attend all necessary field staff meetings for reviews, training, scheduling, and general field procedural direction. Complete site cleaning.
- Clean, maintain and assist in servicing equipment and make minor equipment repairs.
- Be active in learning and progressing in all areas of tree care practices when given the opportunity.

Stay Green Inc.

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B. The customer service standards of the organization are reflected in daily work habits.

- Complaints are researched and responded to within 48 hours unless possible to complete same day.
- Requests from other departments are responded to in a friendly and positive manner within 48 hours unless possible to complete same day.
- When possible, takes the initiative to offer help to co-workers in overload situations.
- All co-workers and customers are treated courteously. Maintain a cooperative and well communicated relationship with all crew members and crew leader.

C. Demonstrates behaviors which are consistent with the Code of Conduct and aligned with the organization's mission, vision and shared values.

- Reports promptly any suspected or potential violations to laws, regulations, procedures, policies and practices, and cooperates in investigations.
- Conducts all transactions in compliance with all company policies, procedures, standards and practices.
- Demonstrates knowledge of all applicable compliance and legal requirements of the job based on the scope of practice of the position.

D. Ensures that appearance and personal conduct are professional at all times.

- Excellent attendance record and follows sick, rain day and vacation day procedures.
- Wears appropriate uniform and PPE's for job functions and ensures personal hygiene, keeping truck, yards and other work areas in good order.
- Works at maintaining a good rapport and a cooperative working relationship with customers and staff.
- Represents the organization in a positive and professional manner in the community.
- Maintains organizational and employee confidentiality at all times.

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PHYSICAL REQUIREMENTS:

The physical requirements described herein are representative of those that must be met by an employee to successfully perform the essential functions of this position.

- Hearing:** Adequate to perform the essential functions of the job.
- Speaking:** Adequate to perform the essential functions of the job, such as clearly communicating with multiple personnel.
- Vision:** Normal visual acuity.
- Other:** Must be able to prioritize; have cognitive reasoning and problem-solving ability.

<p>Lifting up to:</p> <input type="checkbox"/> 5 lbs. <input type="checkbox"/> 20 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 60 lbs. <input type="checkbox"/> Over 60 lbs. <p>Pushing up to:</p> <input type="checkbox"/> 25 lbs. <input checked="" type="checkbox"/> 50 lbs. <input type="checkbox"/> 150 lbs. <input type="checkbox"/> 250 lbs. <input type="checkbox"/> Over 250 lbs. <p>Manual Dexterity:</p> <input type="checkbox"/> Low <input type="checkbox"/> Medium <input checked="" type="checkbox"/> High	<p align="center">Average % of time during regular shift devoted to:</p> <table border="0"> <tr> <td>Standing</td> <td>Walking</td> <td>Squatting</td> <td>Sitting</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input type="checkbox"/> 0-20</td> <td><input checked="" type="checkbox"/> 0-20</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td><input type="checkbox"/> 21-40</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td><input checked="" type="checkbox"/> 41-60</td> <td><input type="checkbox"/> 41-60</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> 61-80</td> <td><input checked="" type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td><input type="checkbox"/> 61-80</td> <td></td> </tr> <tr> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td><input type="checkbox"/> 81-100</td> <td></td> </tr> </table>					Standing	Walking	Squatting	Sitting		<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input type="checkbox"/> 0-20	<input checked="" type="checkbox"/> 0-20		<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40	<input type="checkbox"/> 21-40		<input type="checkbox"/> 41-60	<input type="checkbox"/> 41-60	<input checked="" type="checkbox"/> 41-60	<input type="checkbox"/> 41-60		<input checked="" type="checkbox"/> 61-80	<input checked="" type="checkbox"/> 61-80	<input type="checkbox"/> 61-80	<input type="checkbox"/> 61-80		<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100	<input type="checkbox"/> 81-100																																																							
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In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and applicants who have been offered employment by Stay Green Inc. are encouraged to discuss potential accommodations with the employer.

Management has the right to add or change these duties of the position at any time.

APPROVAL AND ACKNOWLEDGMENT OF RECEIPT

Manager / HR Rep: _____ Date: _____
(Signature)

*Employee: _____ Date: _____
(Signature)

Employee: _____ Date: _____
(Print)

*Employee signature acknowledges understanding of the essential functions and requirements of this position.
Employee also acknowledges receipt of this position description.