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| **Mock Property Services, Inc.** | | | |  |  |  |  |  |  |  |
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|  | | | | | |  |  |  |  |  |
| Job Title: |  | Landscape Crew Leader | | |  |  |  | Type of Position: | | Hourly |
| Department: | | Landscape | |  |  |  |  |  |  |  |
| Reports to: | |  | |  |  |  |  |  |  |  |
|  | DUTIES AND RESPONSIBILTIES | | | |  |  |  |  |  |  |
| 1.) Overall landscape, mulching, planting, leaf blowing, debris removal, weeding, edging, raking, trimming | | | | | | | | | | |
| 2.) Responsible for necessary paperwork to prepare/complete job | | | | | | |  |  |  |  |
| 3.) Responsible for job neatness and completion, crew efficiency, time management | | | | | | | | |  |  |
| 4.) Maintain assigned materials/equipment to maximize useful life | | | | | | |  |  |  |  |
| 5.) Maintain customer relations, correspondence, and quality control walk-throughs | | | | | | | | |  |  |
| 6.) Develop relationships with existing and potential customers | | | | | | |  |  |  |  |
| 7.) Drive customer satisfaction and loyalty | | | | |  |  |  |  |  |  |
| 8.) Clean/Maintain and organize truck/tools/supplies | | | | | |  |  |  |  |  |
| INITIAL DUTIES | | |  |  |  |  |  |  |  |  |
| 1.) Learn office and landscape department procedures and policies | | | | | | |  |  |  |  |
| 2.) Analyze efficiency and develop strategy/ plan to increase efficiency and reduce cost | | | | | | | | |  |  |
| REQUIRED QUALIFICATIONS | | | |  |  |  |  |  |  |  |
| 1.) Outstanding customer service skills- ability to turn transactions into relationships | | | | | | | | |  |  |
| 2.) Strong ability to recover quickly from a service failure | | | | | |  |  |  |  |  |
| 3.) Innovative thinker | | |  |  |  |  |  |  |  |  |
| 4.) Superior organizational skills both administratively and practically | | | | | | |  |  |  |  |
| 5.) Self-motivated and driven | | |  |  |  |  |  |  |  |  |
| 6.) Problem solver | |  |  |  |  |  |  |  |  |  |
| 7.) Ability to develop systems and procedures | | | | |  |  |  |  |  |  |
| 8.) Team player and growth minded | | | |  |  |  |  |  |  |  |
| 9.) Committed to the values of honesty, pride in work, respect, and efficiency | | | | | | | |  |  |  |
| 10.) General computer skills | | |  |  |  |  |  |  |  |  |
| 11.) Navigate over rough/uneven terrain | | | |  |  |  |  |  |  |  |
| 12.) Observe/inspect outdoor spaces | | | |  |  |  |  |  |  |  |
| 13.) Bend, kneel, and reach | | |  |  |  |  |  |  |  |  |
| 14.) Lend a helping hand to a crew under a tight deadline | | | | | |  |  |  |  |  |
| 15.) Valid driver's license, insurable, negative drug test | | | | | |  |  |  |  |  |