



4414 N. Kenneth Avenue
 Chicago, IL 60630
 (773) 777-7064 (773) 930-3725

POSITION: LABORER – MAINTENANCE
RATE: COMMENSURATE WITH EXPERIENCE
STATUS: NON-EXEMPT
REPORTS TO: FOREMAN
SUPERVISES: N/A

SUMMARY JOB DESCRIPTION
 Under the direct supervision of the foreman, performs various maintenance and related tasks including seasonal annuals planting, mowing, weeding, cleanups, pruning, and hedge trimming. Ensures the Company’s quality standards are achieved while the jobs are completed safely, timely and efficiently.

RESPONSIBILITIES

- Performs maintenance tasks as directed by the foreman.
- Obtains a thorough understanding of job expectations and ask questions of foreman as needed to achieve daily tasks and goals. Promptly informs foreman when tasks are completed so additional tasks may be assigned.
- Operates required equipment and tools in a proper, safe and responsible manner and strictly adheres to safety policies and guidelines including use of personal protective equipment (PPE) AT ALL TIMES. Immediately reports any observed safety violations to foreman.
- Immediately reports any accident and/or injury to foreman.
- When requested, assists foreman with loading trucks before leaving the yard.
- When requested, assists foreman in training new employees in proper and safe use of all equipment.
- Under the direction of the foreman, performs preventative maintenance on tools and equipment by conducting inspections, lubricating and cleaning on a daily basis. Immediately reports broken/damaged equipment to foreman.
- Maintains a high level of good housekeeping and care of company assets in the field, vehicles, shop, offices, and customer work-sites.
- Interacts with clients, the public and vendors in a professional, polite and courteous manner. Adheres to Company values and ethics at all times.
- Performs additional duties as required by supervisor.

MINIMUM QUALIFICATIONS

- Two year’s work experience in landscaping maintenance.
- Ability to accept instructions from foreman and complete tasks as required then seek out additional tasks from foreman.

- Ability to work well alongside other crew members and provide assistance when needed.
- Capable of safely operating maintenance equipment, including, but not limited to: line trimmers, mowers, blowers, and hand tools.
- Capable of safely operating a line trimmer, mower, blower, hand tools and other such maintenance equipment as may be necessary to use in completing production.
- Knowledge of specific materials, methods, tools and equipment required to safely and efficiently complete various types of maintenance work.
- Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime, holidays, evenings or weekends as necessary.

WORK CONDITIONS

- Lifting up to 50 pounds, climbing, bending, kneeling, balancing, walking, stooping, and continued use of the arms and legs.
- Fast-paced and continually changing work conditions.
- Work outdoors in various conditions including heat, humidity, rain, dust, noise and cold.
- Work near heavy equipment and vehicles on a regular basis.

For more information, contact Mr. Amador