



LANDSCAPE COMPANY, LLC

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Job Description

Position Title: Maintenance Team Leader

Reports to: Director of Operations

Position Overview:

This position leads a maintenance team to perform seasonal landscape management on clients residential and commercial property

Essential Responsibilities:

1. Report to RLC Office at designated time for the landscape season and clock in. Makes sure that Team Members clock in!
 2. Review route sheets with Director of Operations before loading equipment
 3. Check assigned vehicle for proper fluid levels, tire pressure, lights, and mirrors
 4. Load all necessary equipment and tools needed to complete daily task
 5. Verify that all Team Members are in uniform, have PPE, and understand daily task to complete
 6. Depart from RLC Office to first scheduled stop with no stops in between
 7. Responsibilities on Property
 - park vehicle in best location not blocking traffic signs, building signage, entrances or walk-ways
 - walk property to find any problem areas before starting on scheduled maintenance and tasks
 - discuss with Team Members any special tasks to complete on property
- *** If there is an issue, immediately report problem to Operations Manager *****
- perform all technical services
 - assist Team Members with the completion of assigned tasks
 - walk property to inspect work and verify no equipment or tools are on property
 - fill out work order sheets before leaving property
 - properly load equipment and tools on truck and proceed to next property (If last property of the day, drive directly to designated area to clean off truck)
8. Return Team Members to RLC Office to clock out
 9. Fuel trucks and equipment for the next day
 10. Unload equipment in designate area
 - Inventory of equipment and tools will be completed periodically. Team Leaders and Team Members will be held responsible for any missing or damaged equipment / tools (due to neglect). The company may deduct those amounts from the Team Leaders or Team Members check(s).
 11. Park vehicle in designated area ***** (Team Leader to complete this task, not Team Member) *****
 12. Turn in all Work Orders and any receipts in Team Leader work station
 13. Return keys to Key Box ***** (Team Leader to complete this task, not Team Member) *****
 14. Clock out and verify clock out times of Team Members
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3 Paid Days of Vacation after 1 year of Employment

2 Paid Sick Days after 90 Days of Employment with approved Doctors note
