

Maintenance Supervisor



Job Overview:

Oversee all aspects of landscape maintenance from scheduling, coordinating, and executing site management with job foreman. A Maintenance Supervisor acts as an interface between the client, our office staff, subcontractors, and our field staff.

Job Requirements:

- Must be assertive, resourceful, work well with pressure and deadlines.
- Must be efficient at multitasking with a strong attention to quality and detail.
- Must communicate respectfully with a wide variety of personalities.
- Must take ownership of all assigned duties.
- Must be able to work in adverse weather conditions.
- Have ability to obtain an Illinois Pesticide License.
- Work Monday through Friday from 6:30am until work is complete each day(+/- 5:30pm) and Saturdays as needed through the growing season.

Job Details:

Help with getting crews out in the morning:

- Giving direction as to where the crew is going and what they will be doing.
- Responding to changing conditions (weather), client request or crew changes.
- Verify trailers have all equipment, tools, fertilizers, and etc. needed to perform given tasks.

Set up crews at job site:

- Explain the scope of the work and level of detail.
- Evaluate the performance and comment as necessary.
- Inspect to assure job site cleanliness.
- Report overall inspection.

Check on crews throughout the day:

- Answer any questions, make adjustments to route, and check on progress.
- Advise foreman and crew members on how they are performing.
- Walk job site and look for any problems (insects, disease, lack of watering, and give an overall inspection rating of site.)

Thoroughly understand the client's expectations and how to execute them.

- Interact with clients
- Be familiar with scope of work at each client site as it relates to the contract/worksheet.
- Try and answer any questions they may have; verbalize way to fix issues.
- Be proactive in balancing clients' requests with realities of the contract.
- Verify that what we are doing meets their expectations. "We know their property better than they do."
- Notify the client that we are there.
- Disseminate appropriate information to the other staff members after each client meeting.

Review all billable time/material on daily timesheets with foreman daily.

Provide information and respond to questions from office staff daily.

Inventory and maintain plants in yard/polyhouse.

Interface with General Manager on a daily basis:

- Crew or equipment problems.
- Adjustments due to client requests.
- Injuries and accidents.

Interface with clients and appropriate internal staff following client requests:

- Refer enhancements to General Manager/ Office Staff
- Refer applications to General Manager/ Spray Technician
- Refer design requests to General Manager/ Landscape Architect

*****Please note that the above is a "Guideline" for activities assigned to this position. Actual job functions are not limited to the tasks described here.***