

Lawn and Landscape Job Description

The following are the general duties that will be required of each employee on a daily, weekly, and or monthly basis. Duties are not limited to this list and each employee will be responsible for other duties as assigned.

1. Daily preparation of trucks, tools, and equipment

- * After clocking in, check the daily Job Worksheets for your assignment for the day and your list of tools and equipment needed.
- * Check fluids in all equipment/tools; engine oil, hydraulic oil, coolant, and fuel.
- * Make sure all safety features are in place, check tires, and start to test proper operation.
- * Check fluids in truck. Perform **DOT** check list and log. **(The entire crew is responsible for performing DOT check list on truck and trailer)** Crews will cross state lines frequently and it's important to keep accurate records on trucks with more than 10,000 GVW
- * Load all equipment, tools, and necessary items on truck and trailer. Secure items with chains, booms, straps, tarps, and other restraints as necessary. **(The entire crew is responsible for safely securing their load)** Check off items on your job sheet as they are loaded to ensure all items are loaded for the job. This should be done when leaving a job site also. Tools/equipment left on a job could result in a disciplinary action.
- * All employees are expected to make repairs to safety items as needed.

2. Job Duties and Task for: mow crews, landscape crews, and turf crews

- * Care for established lawns and property by, mowing, trimming, mulching, pruning, weeding, fertilizing, spraying, seeding, aerating, leaf clean up, landscape maintenance, irrigation maintenance, and other duties.
- * Installation of shrubs, trees, mulch, rock, stones, edging, stakes, retaining wall block, retaining walls stones, pavers, sod, dirt, drainage pipe, concrete, and other duties.
- * Knowledge of operations of: mowers, weed eaters, blowers, pruners, chainsaws, loaders, excavators, trenchers, spreaders, sprayers, hand tools, and other items.

3. General Physical Activities

- * All employees will perform physical activities that require considerable use of arms, legs, and moving the entire body. Activities include but are not limited to, lifting, twisting, turning, balancing, climbing, walking, stopping, pushing, pulling, grasping, and manipulating your body into odd positions throughout a work day.
- * Work will be performed in all weather conditions: Sunny, hot, cold, rain, snow, and ice. We will work in extreme heat and cold. Be prepared for all conditions during the week and weekends as needed.

4. End of Day Duties

- * Complete job work sheet: time in, time out, lunch time in, lunch time out, travel time to job, travel time from job, check in tools and equipment, material used, note the progress of job and any issues. Wash/Clean truck and equipment if needed. All trash goes in the dumpster and debris is dumped.
- * Complete **DOT** log for end of day.
- * **Nobody from the crew** clocks out until unloading is complete and is dismissed by the foreman.
- * Prepare for the following day as needed. Clock out.....

_____ has read and understands the duties and expectations of Kohler Lawn and Outdoor.

Print Name

Date

Kohler Lawn and Outdoor

Date

Starting Wage: _____

First day of work: _____