



Position Description

Position Title:	Lead Landscaper (Groundskeeper Working Supervisor)		
Department:	Maintenance	Reports To:	Director of Maintenance
Classification:	Exempt	Revision Date:	March 2019

Position Overview

Assumes responsibility for the day-to-day operation of landscaping at the Havenwood Heritage Heights Retirement Community including development and execution of seasonal plans and ensuring that the front door image of both campuses is maintained at a very high standard.

Compliance Statement:

Complies with all company policies. Reports instances of wrong doing, illegal and unethical behavior that occur at Havenwood Heritage Heights promptly to the Vice President of Human Resources or the President/CEO.

Principle Duties and Responsibilities

Safety:

1. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of Havenwood Heritage Heights' safety policies and rules and must be willing to report safety violations and potential safety violations to the appropriate supervisory or management personnel.
2. Use Personal Protective Equipment as appropriate to the task being performed.
3. Knowledge and understanding of Material Safety Data Sheets for all materials used.
4. Use proper lifting techniques.
5. Workstation will be evaluated and adjusted for appropriate ergonomic recommendations and employee will work within the adjusted station.
6. Attend all mandatory in-services.
7. Wear all appropriate protective equipment if and when involved in a situation when such equipment is warranted.
8. Wear seat belts when involved in all travel related business.
9. Use proper body mechanics at all times when lifting.

Landscaping:

1. Manages assigned personnel by:
 - a. Making routine employment decision, reviewing performance, and making salary recommendations.
 - b. Assigning work, providing training, guidance and advising subordinates as necessary.
 - c. Resolving routine personnel problems.

2. Implements effective landscaping programs and ensures all work performed by personnel is in compliance with departmental and organizational standards.
3. Recommends shrub replacements, tree work, and other plant material needs.
4. Works with Administrators at both campuses to satisfy resident requests and provide a high level of customer services to residents and staff.
5. Maintains underground irrigation systems.
6. Responsible for ensuring compliance with all Havenwood Heritage Heights' policies and procedures and ensuring that subordinates work safely at all times.
7. Guides all landscaping personnel to ensure all aspects of the landscaping program are being carried out in an orderly and efficient manner.
8. Ensures that all landscaping equipment is maintained in excellent condition. Performs preventative maintenance on all equipment on an ongoing basis and during the winter.
9. Oversees all landscaping subcontractors to ensure that the work being performed is consistent with Havenwood Heritage Heights' standards.
10. This position has a direct reporting relationship to the Director of Maintenance. In the absence of the Director, this position will take immediate direction from the Foreman.
11. Conducts and supervises grounds maintenance and lawn mowing during the summer months, dealing effectively with residents, families, staff and subcontractors.
12. During winter months, assists the Maintenance Foreman with snow removal and any other work necessary to accomplish the goals of the Maintenance Department.
13. Responds to all Code Red events.

Competencies

- Customer Focus
- Communication Proficiency
- Problem Solving / Analysis
- Project Management
- Decision Making
- Initiative
- Leadership
- Organizational Skills
- Results Driven
- Technical Capacity

Qualifications and Skills

- High School graduate or equivalent, Associate degree in landscaping or related field preferred.
- Must have at least five years' experience in grounds maintenance work required and demonstrated supervisory ability.
- Working knowledge of plant materials and the proper installation of shrubs, flowers, and other various plant materials to ensure the survival of all new plantings.

- Must be experienced, mature and able to communicate effectively both verbally and in writing with all employees, residents, volunteers and families.
- Must have high standards of conduct, promote responsible involvement by employees in creating a participatory working environment that consistently improves productivity, morale and reduces costs.
- Valid NH Driver's License required.
- Pesticide license preferred.
- Irrigation experience preferred.
- Other duties as assigned.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The job includes standing, walking, stooping, kneeling, bending, climbing and working inside and out in all types of weather. May also have to work in awkward positions. Must have full range of motion and the ability to move and carry objects up to 75 pounds without assistance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Protection of HHH Assets and Resources

Havenwood Heritage Heights assets are to be used for your job and should be protected. Company assets are meant for business and not personal use. We all have a responsibility to protect and safeguard company assets from loss, theft, misuse, and waste.

These assets include, but are not limited to; the Havenwood Heritage Heights name, company provided credit cards, our various computers, laptops, cell phones, and ancillary equipment; software and software licenses, copy machines and other office equipment, electronic media, and technology.

You should use company assets and funds for legitimate and authorized business purposes. Company property should never be used for personal gain, and you should not allow Company property to be used for illegal activities. If you become aware of theft, misuse or waste of our assets or funds or have any questions about your proper use of them, you should feel free to speak with the Human Resources department. Misappropriation of Company assets is a breach of your duty to the Company and may be an act of fraud against the Company. Taking company property from our facilities without permission is regarded as theft and could result in the termination of your employment. In addition,

carelessness or waste of Company assets may also be a breach of your duty to the Company and could result in dismissal. All Company Assets are to be delivered to the Company promptly when your employment ceases, or at any other time that the Company requests.

Signature

I have read the job description and understand all of the requirements, functions and duties of the position.

Signature: _____

Date: _____