

## Property Maintenance Team Leader

Directly Reports to the Operations Manager and/or Property Maintenance Operations Supervisor

Team Members report to the Team Leader

As a Property Maintenance Team Leader, you are an integral member of the team ensuring that all tasks and responsibilities are completed to the expectation of the client and to company standards. You are a role model in quality and professionalism and a key member in fostering positive workplace communication.

### Employment Package:

Full Time Employment

\$20.00 – 25.00/hour (Experience taken into consideration)

Retirement Savings Program

Health Benefits Package

And so many more perks!

### As a Property Maintenance Team Leader your responsibilities will include but are not limited to:

- Performing all tasks of operations including but not limited to mowing, line trimming, blowing, leaf and debris removal, weeding, edging, shrub and perennial trimming, raking and mulch installation, Spring/Fall Clean-ups
- Performing all winter maintenance tasks of operations including but not limited to plowing, shoveling, snow blowing, applying ice melter products and nightly checks
- Practicing the use of proper safety precautions and act as role model for safety
- Unloading/loading equipment and material, cleaning out truck/trailer of debris
- Conducting a daily inspection of assigned truck
  
- Working to identify more efficient ways to perform work
- Working in an environment with temperature and precipitation variances
- Taking initiative to learn, train and hone skills to demonstrate role model work
- Completing all required paperwork and submissions accurately and timely
- Accurately capturing and turning in crew time logs
  
- Delegating tasks to team members on a jobsite and skill level basis
- Assist in training employees and maintaining company standards
- Assuring complete efficiency, safety and decorum on site
- Fostering positive workplace communication and reinforce company culture with crew (professionalism, attire, communication, work ethic and attitude)
  
- Communicating with customer on a routine basis to ensure satisfaction with service and solve problems to foster a positive, long-term relationship and discuss additional opportunities
- Ability to handle customer relations and represent Green Ventures in a professional manner on client properties and with contractors
- Other tasks and duties as assigned; Working on special projects, if requested

**Qualifications:**

- Supervisory experience in landscaping and property maintenance, horticulture, agriculture or a related field is preferred however, not needed.
- A strong work ethic, dependability, ability to work independently and a positive attitude
- Flexibility, eagerness and willingness to add to personal knowledge base and skills
- Ability to lift to 50lbs; Valid Driver's License necessary