



Kirwan Design, LLC

Landscape Crew Member Job Description

Summary: The landscape crew member is responsible for overall management of the office on a daily basis and responsible for working closely with Designers and Construction Managers to assure the professional completion of landscaping projects.

Condition of Employment:

- Minimum of a high school diploma or GED.
- Legal documentation to verify employment eligibility.
- Have reliable transportation to/from work.

Knowledge, Skills and Abilities:

- Must have the ability to work independently and as part of a team.
- No previous construction experience needed.
- Ability to deal with a variety of personality types, individuals, and work situations.
- Must adhere to a strict confidentiality policy.
- Ability to follow written and verbal instructions, and the ability to communicate effectively verbally and in writing.
- Must have excellent time management and organization skills.
- Must possess attention to detail and a results-driven approach to tasks assigned.

Duties and Responsibilities

- Follows instructions given by the landscape foreman, designers, or office staff.
- Thoroughly understands and complies with company policy and safety manual.
- Properly and safely operates tools and equipment.
- Works in a safe manner and reports any/all unsafe conditions and accidents.
- Reports to work on time'
- Is a willing learner who seeks to master the basic skills of landscape construction.
- Reports to work in a clean, appropriate uniform and wearing the appropriate boots.
- Completes assigned tasks efficiently, thoroughly, and per company production rates.
- Able to use basic tools safely and properly: shovel, grading rake, spade, wheelbarrow, etc.

Physical Capabilities:

- Work is primarily performed outdoors on a job site. Hand-eye coordination is necessary to operate tools and equipment. Some indoor work is required.
- Employee must be physically able to handle work load and have a full range of mobility in upper and lower body.
- Must be able to lift 80lbs without assistance.

- While performing duties of the job, the employee is frequently required to stand, kneel, crouch, and talk or hear. The employee is required to walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires travel out of town to worksites sometimes overnight.
- Must be able to operate equipment safely.
- Must be able to work in some harsh environments such as extreme heat and cold.
- Ability to work in an occasionally stressful work environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed and, furthermore, include all duties as assigned by the supervisor. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer, Kirwan Design, LLC, and the employee and is subject to change by employer as the needs of the employer and requirements of the job change.

I have read and understand this job description.

Employee Signature _____

Date _____