
LANDSCAPE MAINTANENCE SUPERINTENDENT

Classification

Exempt

Salary Grade/Level/Family/Range

Competitive salary and Incentive plan

Reports to

Account Manager

Date Revised

03/31/2023

JOB DESCRIPTION

Summary/Objective

The Landscape Maintenance Superintendent directs and manages field operations in the maintenance division to ensure contractual commitments, quality and safety standards, and profitability. This includes resource management (labor, equipment, materials), scheduling, training, and ongoing supervision. In addition, the ideal candidate will be focused on the development of crew members and ensure that the service we provide achieves the company pillars; quality work, reliable service and trusted advisor.

Essential Functions

Property Management

1. Conduct routine property inspections for quality control
2. Maintain day-to-day working knowledge of all contract's requirements
3. Inspect and verify site inspection completion and quality by foreman
4. Conduct property walks with managers and HOA's pre-client need
5. Communicate schedule changes to weekly service
6. Ensure that the 12 Months of Maintenance items are proposed, approved and completed on time and efficiently
7. Ensure quality work and service is provided on all properties within book of business
8. Participate in pre-start of maintenance meetings

Team Management

1. Coordinate training and Implementation of Sustainable Landscape Maintenance Practices
2. Train and develop maintenance crew team members
3. Ensure that company procedures and routines are understood and being followed
4. Ensure uniforms and proper safety attire is being worn by crew members on property
5. Coaching and/or discipline as necessary to correct performance or attendance problems
6. Help identify the potential ability in employee for future advancement
7. Manages timecards, hiring, firing, training, coaching, mentoring, and developing staff to reach desired results
8. Observing organization of work, identifying, and resolving issues, and taking necessary actions to ensure quality
9. Assist with managing and coordination of Irrigation and Spray Techs

Equipment, Small Tools & Supplies

1. Manage requests of small tools and supplies for properties
2. Ensure company equipment is used and treated according to the company's core value of Stewardship
3. Work with the team to coordinate shared equipment with other team members
4. Assist operations manager in equipment forecasting and disposal

Safety

1. Verify that proper safety equipment is being utilized on property to alert the public of our presence
2. Ensure that work is being performed in a safe method while utilizing proper personal protective equipment
3. Report safety incidents and near misses in a timely manner.
4. Conduct weekly safety tailgate meetings
5. Monitor crews parking location on property to minimize risk of accidents

Requirements

- 2-5 years in a related superintendent or landscape management role.
 - Must have valid driver's license and acceptable driving record
 - Ability to effectively use technology to create efficiencies and skilled in Microsoft Office
 - Highly motivated, self-driven, and detail-oriented
 - Must be professional in appearance and actions
 - Great time management skills; ability to handle multiple projects simultaneously
 - Knowledge of and ability to enforce safe work practices
 - Ability to use experience and sound judgement to resolve schedule, budget, and quality issues
 - Punctual and dependable with a can-do attitude and the ability to foster and encourage teamwork
 - Ability to work effectively with individuals of differing backgrounds, knowledge, and skill levels
 - Ability to effectively communicate and work tactfully with clients, suppliers, subcontractors, and fellow employees
- **Preferred Qualifications**
 - Thorough knowledge of sustainable landscape management (SLM) practices.
 - Meets criteria to obtain Department of Transportation (DOT) Medical Card Certification
 - Bilingual – English and Spanish
 - **Additional eligibility requirements**
 - A valid driver's license, pass a Motor Vehicle Report check and meet insurance requirements.
 - Must pass a background investigation and pre-employment drug test.
 - Legal authorization to work in the United States
 - Must have reliable transportation to Tempe, AZ office.

Supervisory Responsibility

This position directly supervises multiple Foreman/Crew Leads

Work Environment

This job operates on maintenance job sites, in a vehicle, and at the company office

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.

Physical demands require frequent standing, sitting, moving, walking, occasional stooping, kneeling, crouching, climbing, twisting, and crawling Required to regularly use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms. Frequently operates on-road vehicle machinery. Specific vision abilities required include close vision, depth perception and the ability to adjust focus. Constantly required to communicate with ability to talk and hear. Job will require constantly working outdoors in all types of weather conditions and exposure to the elements. This can include heavy to moderate noise, extreme proximity to moving equipment or machinery, proximity to electrical energy, exposure to tools and machines used in the construction industry.

Position Type/Expected Hours of Work

This is a full-time position. Days and hours of work are Monday through Friday, approximately 6 a.m. to 4:00 p.m. Some weekend work may be required.

Travel

Travel is primarily local during the business day.

EEO Statement

R.H. Dupper Landscaping, Inc. provides equal employment opportunities to all employees and applicants for employment without regard to race, color, national origin, ethnicity, religion, creed, sex (including pregnancy), gender identity or expression, sexual orientation, age, disability, AIDS or HIV status, genetic information, citizenship, military or National Guard status, or marital status. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

Signatures

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. By signing below, I have read and understand the duties and qualifications to perform this position with or without reasonable accommodation. I also understand that the employer reserves the right to change these duties from time to time as business needs require and this is not considered all inclusive.

Employee _____ Date _____