Landscape Technician II

Hilltop Development, Inc.

Job Description

The intent of this job description is to be a guideline for your job responsibilities and subsequent compensation. It is not all inclusive and any reasonable requests made by HDI for completing a task necessary for the operations of HDI will be deemed to fall under “All Other Duties.”

First and foremost, you are to maintain all company, tenant and other employee information confidential and on a need to know basis for the operations of HDI. In addition, we do business in accordance with the Federal Fair Housing Law, therefore, successful completion of an online Fair

Housing Course is a requirement.

This position will require that you may work independently from time to time or as a team member. Your job duties will consist of the following and may be amended as deemed necessary:

* Mow all lawns on a routine basis during the permitted hours of operation, as scheduled by your Team Leader.
* Edge lawn areas with a weed eater and maintain bark separation.
* Fertilize lawns as scheduled by the supervisor.
* Annually apply pre-emergents and round up as instructed by your supervisor.
* Pull weeds when visible throughout the properties.
* Prune the shoots at the bottom of trees or standards.
* Blow the asphalt and sidewalk areas into an area that can be compiled and hauled off.
* Follow the instructions on landscape work orders and noting on the form for completion before turning the work order into the proper authority.
* Have the knowledge of irrigation time clock settings and be able to change the settings at all properties as instructed by your supervisor.
* Be able to make minor repairs to drip systems and sprinkler heads.
* Be familiar with pruning methods and the use of the hedge shears and follow instructions on pruning bushes and trees.

You will be responsible for keeping equipment secured in the vehicle and all tools are to be placed in the appropriate place for travelling from property to property. While parked at a property, you are responsible for placing the safety cones in the appropriate place. In addition, as a first user of power equipment, you need to report any problems with the equipment to your supervisor.

You need to take pride in all the properties and do whatever you can within your time frame of assignment to assess items that may need clipped, repaired, debris and garbage picked up. If it is not noted on a work order, do it while at the location unless the additional work would take more time than allowed. Otherwise, it needs to be reported to your job supervisor for future scheduling.

Communication with your Field Supervisor is imperative to the operations of HDI for the purpose of beautification of the grounds and of renting the vacant units in a timely manner. All forms are to be filled out neatly and in their entirety and returned to the proper disposition. Your supervisor will prioritize your work schedule.

In addition to your job duties, you are required to follow all safety procedures in and around power equipment. If you are not familiar or been trained with the equipment, you should contact your supervisor before proceeding.

You are required to drive company vehicles as part of the responsibilities of this position. Because you are charged with the safety of your vehicle you must notify your supervisor if you suspect a problem with brakes, engine, transmission or other major items. In addition, you are required to maintain the following:

* Regular oil changes completed as scheduled.
* Checking the tire tread for safety.
* Air pressure in the tires as weather changes.
* Cleaning of the vehicle.

This position may also require driving the dump truck. Any and all debris must be secured before

transporting to the city landfill.

Due to the fact that you are a set of eyes in the field, we encourage you to take individual pride in seeing that the properties look as though they are new and well-manicured, which requires that you pick up trash or debris and dispose of as you see it. In addition, if you see that a particular area needs attention, i.e., water, trimming or such it needs to be brought to the attention of your Field Supervisor. This is an added value for any employee to give to this company.

Revised 2/19/2019