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D9. LANDSCAPE CONSTRUCTION ASSISTANT

1. **Position description:** The Landscape Construction assistant must have a positive, can-do attitude, be an eager learner, be conscious of safety requirements, work effectively as a team member, dress appropriately, be punctual, and follows all instructions given by the Landscape Foreman or Leadman.
2. **Reports to:** The Landscape Construction assistant reports directly to the Landscape Foreman or Leadman.
3. **Skill set and educational requirements:** The Landscape Construction assistant must possess the following skill set and educational background:
 - A. No previous construction experience needed.
 - B. Minimum of a high school diploma or GED.
 - C. Possess a clean driver's license and must be insurable on company's insurance policy.
 - D. Have a clean criminal record.
 - E. Legal documentation to verify employment eligibility.
 - F. Physically able to handle the work load of a Construction Leadman and have full range of mobility in upper and lower body.
 - G. Able to lift 50 pounds without assistance.
 - H. Have reliable transportation to/from work.
4. **Responsibilities:**
 - A. Follows all instructions given by the Landscape Foreman or Leadman.
 - B. Thoroughly understands and complies with company policy and safety manual.
 - C. Reports any/all unsafe conditions or accidents.
 - D. Properly and safely operates equipment.
 - E. Works in a safe manner and reports any/all unsafe conditions to foreman and/or supervisors.
 - F. Reports to work on time.
 - G. Is a willing learner who seeks to master the basic skills of landscape construction.
 - H. Reports to work in a clean, appropriate uniform and wearing the appropriate boots.
 - I. Able to communicate with supervisor in a timely and thorough manner.
 - J. Completes assigned tasks efficiently, thoroughly, and per company production rates.
 - K. Able to use basic tools safely and properly: shovel, grading rake, spade, grub hoe, wheelbarrow, sod roller, etc.

L. Continuing education requirement: minimum of 10 hours per year.

5. Salary, bonus, and/or commissions:

Commensurate with experience (\$8.00 to \$12.00 per hour).

6. Appraisal criteria: The primary appraisal criteria for the Landscape Construction Basic Laborer is to show up on time in the proper clean uniform, work hard, and within 90 days learn the skills necessary to properly and safely operate all hand tools and to meet company production rates.

7. Success factors:

- A. Works hard and listens to all instructions given him or her by the Landscape Foreman or Leadman.
- B. Punctual.
- C. Eager to learn.
- D. Pays attention to detail.

9. Individual profile:

- A. A self-starter.
- B. Action- and results-oriented.
- C. Excels at being part of a team.
- D. Excels at following instructions.
- E. A multi-tasker.
- F. Pays attention to detail.

10. Professional attitude:

- A. Customer-service oriented.
- B. Enjoys being coached and part of a team of professionals.
- C. Displays a positive, “can-do” demeanor.
- D. Encourages, assists, and supports fellow crew members.
- E. Requires minimal supervision.
- F. Desires to grow professionally and seeks to improve personal skill set.
- G. Seeks out other professionals from whom to learn.
- H. Is punctual and energetic.
- I. Accepts and appreciates correctional input/feedback from fellow crew members.
- J. Enjoys working with and contributing to a team.
- K. Maintains high professional standards for neatness, discipline, self-control, and organization.
- L. Is not moody, belligerent, narcissistic, a loner, vindictive, mean-spirited, etc.

11. Potential career path for next four positions:

- A. Landscape Leadman.
- B. Landscape Manager.
- C. Account Manager.
- D. Area Manager.