Job Description: Assistant to the Installation Manager

Responsibilities-

1. **Plant Maintenance.**
   A. Must have a working knowledge of all plant names, their water/light/fertilizer requirements.
   1. Inspect for insects and disease
   2. Clean foliage and containers
   3. Remove dead or yellowing leaves as well as debris from container
   4. Trim or prune to maintain and promote growth and optimum plant health
   5. Treat for and prevent insects and disease problems
   6. Water and fertilize as required
   7. Make timely requests for replacements as needed
   B. Working knowledge of all accounts including account location, plant locations, water source, contact person.
   C. Serve as substitute for maintenance tech’s in their absence.
   D. Attend training sessions/staff meetings.
   E. Keep abreast of new interior plant varieties, products, methods and techniques by reading or by internet, and any other learning opportunity.

2. **Install Replacement Plants**
   A. Assist Installation Manager with replacements.
   1. Receive plants delivered, inspect for health, report any issues to supervisor.
   2. Properly clean plants before loading for job site.
   3. All necessary equipment is loaded for jobs (plants/containers/mulch/tool etc.)
   4. Properly fill out all work orders executed
   5. Plants needing sub-irrigation are properly
   6. Properly dispose of old plants
   7. Properly secure plants with foam/collars and install top dressing as needed.

3. **Communications**
   A. Always be alert to plants that need help/replacement and properly communicate needs to correct supervisor-especially when doing replacements
   B. Text or call when a situation is critical, dangerous or needs immediate attention
   C. Daily touch base with your supervisor
   D. Maintain written log of accounts
   E. Proper communication with client and site people
   F. **Must represent company in mature, professional manner and appearance at all times.**

4. **Rentals**
   A. Properly prepare plants as needed-cleaning, trimming, spraying
   B. Follow work order, ask questions if not sure.
C. Place plants in decorative containers, top dress and stage for delivery
D. Load, deliver and place making sure client is satisfied
E. Pick up rental and return plants to inventory, clean out containers and re-shelf

5. Special Services
   A. Work with Installation and Technician managers to execute work orders:
      1. Pruning and or stacking larger projects or material
      2. Cleaning and repairing ponds/water features
   B. Must have current pesticide license
      1. Able to apply pesticides with or without supervision
      2. Learn names and application information for all materials used
      3. **Use and follow all proper safety equipment and regulations at all times**
   C. Installing new soil
   D. Any other special service or task

6. Maintenance
   A. Building
      1. Keep greenhouse clean and swept as needed
      2. Take care of recycles/boxes/compost/garbage as needed
      3. Assist in upkeep such as snow removal, lights, yard, repairs etc.
   B. Equipment
      1. Keep tools and equipment clean and in working order- including employees tool
      2. Assist with vehicle maintenance including oil changes and repair, checking all vehicles for fluid levels and tires
      3. Keeping supplies and parts current and in stock for all repairs to equipment, irrigation and installation needs

7. Any other duties or responsibilities the owners deem necessary.

We are seeking a person with a 2 year education who is interested in indoor/tropical plants. We are in need of an installation assistant. All inquiries should go to info@integratedplantscapes.com. We are a contractor and currently very busy, so we are often not in the office and therefore ask no calls and no drop-ins.

Jody DeVecht
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