Nature and Nurture, LLC
Landscape Crew Team Supervisor
Job Description

Organic Landscape Gardening and Farm business based near Ann Arbor is looking for supervisors, April-November. There is a potential for winter work depending on work availability and qualifications.

Role:
Coordinate and oversee landscape jobs; lead team to carry out work efficiently and effectively.

Qualifications:
- Demonstrated strong work ethic
- Demonstrated self-motivation
- Has demonstrated problem-solving ability and is able to make quick and accurate decisions
- Has good communication skills
- Is enthusiastic about working outdoors
- Organized, ability to keep track of many details
- Ability to keep track of time and manage jobs/team efficiently and work well under time pressure
- Has experience doing strenuous physical labor.
- Has mastered 75% of “Knowledge and Skill Checklists” #1
- Can identify or is committed to learning common names of commonplace landscape plants and weeds
- Knows or is committed to learning effective and efficient ways to carry out tasks
- Understands the impact of the daily detail work on the overall success of the business

Personal Characteristics:
- Has a positive attitude and good sense of humor
- Has a strong work ethic
- Has a desire to constantly learn, be challenged, and grow
- Comfortable following established systems or solving problems on the fly, depending on the situation

Performance Expectations:
All responsibilities of crew team member* plus:
- Inspires co-workers to work effectively as a team; give complements and encouragement; make a fun working environment
- Establishes and maintains good communication and a positive working relationship with all staff and owners.
- Commit to stay with Nature and Nurture through date worked out in advance of taking the job
- Proactively engage in work and take initiative
- Maintain good communication

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With Erica and Mike to schedule, plan, and coordinate jobs and to discuss questions and concerns, etc. This includes phone calls during the work day, as well as, occasionally on evenings and weekends.

- Discuss issues that may affect your ability to carry out your work effectively so that Erica and Mike can attend to it immediately

- Fill out & turn in Supervisor’s Weekly Reports on Fridays
- Call Erica or Mike at end of work day (when working without them)
- Attend and actively participate in meetings and huddles.

- Oversee and coordinate details of landscape jobs & projects*
  - Be organized with timesheets, materials records, receipts and record all job related details on Supervisor’s Weekly Report
  - Keep track of time for job - ensure priority tasks are completed within designated time
  - Make sure job sites are left clean and tidy

- Supervise employees at job sites
  - make sure that crew team members have everything that they need in order to carry out tasks & jobs
  - Assign team members to tasks that makes the best use of their strengths, monitor progress, give feedback regarding their work
  - Teach employees knowledge and skills (see Knowledge and Skills Checklists); Teach both the “hows” and the “whys”.
  - Enforce company guidelines as laid out in the Landscape Crew Manual; report employee performance and disciplinary issues to your supervisor

- Be a role model for team members; especially in the areas of
  - Safety
  - Good work ethic
  - Keeping track of tools
  - Efficient use of time
  - Positive outlook – have fun, inspire, and encourage other crew members

- Maintain equipment and tools
  - Keep track of tools on job sites; make sure the proper ones are used and all tools are put back
  - Maintain tools – note and respond to missing tools, resupply issues, repair, or sharpening
  - Maintain vehicles - make sure there is gas; check and fill tire pressure, report more involved problems immediately to Erica/Mike

- Work with clients providing great customer service
- Collaborate to creatively improve systems
- Continue to learn and improve gardening knowledge and skills from “Knowledge and Skill Checklists”
- Work with Mike and Erica to carry out performance reviews of Crew Team Members

* See Landscape Crew Team Member – Job Description
** See Landscape Crew Team Supervisor – Job Description Additional Details and Best Practices