

LOW MAINTENANCE LANDSCAPE inc.

Business Owner : _____

- Business Leader- oversees all company activity; steps in to make the final decisions when authority of the business owner is needed.
- Office manager-oversees all office activity and daily business needs.
- Nursery Manager- oversees all nursery activity, plant crops, growth
- Sales Manager- sets up initial consultations, deals with sales calls, customer service calls, sells the designs, and sells the company.
- Scheduling manager- organizes work for all employees, sets weekly work schedules. Coordinates and sets job schedules for all supervisors.
- Business Manager- manages finances, budgets, bookkeeping, invoicing, preorders materials, supplies and plants.
- Marketing manager- develops sales & promotional materials for company.
- Research / Author - maintains and publishes current knowledge of plants.
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Landscape designer / Horticulture expert- Design customer's landscapes & presents finished package to customers.
- Help keep office, nursery and shop organized & maintained.
- May occasionally supervise landscape or maintenance projects.
- Maintains a valid KS driver's license and safe driving record.
- Come with a positive attitude, respect one another & work as a team.

Office Manager : _____

- Office manager- head of personnel relations- available for questions, concerns or ideas concerning LML.
- Assists business owner with LML. The office manager is the coordinator of the work system. The office manager is responsible for planning, organization, and controlling the clerical aspect of the organization, including the preparation, communication, coordination and storage of data to support production and other important operations of the establishment. Often they also engage in marketing. Also, their tasks are to monitor the work processes and to evaluate the outcome.
- Landscape designer / Horticulture expert- Design customer's landscapes.
- Performs site measures, autocad, landcad, estimates, prepare contracts & presents finished package to customers.
- Prepares plant pull lists for jobs; may also deliver & place if needed.
- May occasionally supervise landscape or maintenance projects.
- Help keep office and shop organized & maintained.
- Develop & practice methods of working that are efficient & safe for all employees (work smarter not harder).
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with a positive attitude, respect one another & work as a team.

Landscape Designer & Horticulturist : _____

- Landscape design- site measures, autocad, landcad, estimates, prepare contracts & present finished package to customers.
- Prepares plant pull lists for jobs; may also deliver & place if needed.
- May need to manage/supervise landscape installations.
- May need to help with maintenance.
- Horticulture expert & consultant.
- Help keep shop, nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy when other supervisors are busy with something else.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintain knowledge of many different types of hardscape & landscape installation projects, landscape maintenance skills & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Project Manager : _____

- Manages all aspects of new projects in the field; organizes crew, tools & equipment, deliveries, materials needed, quality control & timeliness.
- Supervises & trains new crew members proper LML landscape and hardscape techniques.
- Ensure worker safety equipment; medical supplies & drinking water.
- Keep tools & equipment maintained, stocked & in good working order.
- Available to help with other supervisors with maintenance or landscape projects.
- Organize & maintain shop & storage yard.
- Prepare plant pull lists for jobs- deliver & place plants if needed.
- Help keep shop, nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy to set a positive example for other employees.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintains a good knowledge of many different types of hardscape & landscape installation, wood construction, and landscape maintenance & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Landscape Installation Supervisor : _____

- Takes full control of a project in the field; organizes crew, tools & equipment, deliveries, materials needed, quality control & timeliness.
- Supervises & trains new crew members proper LML landscape and hardscape techniques.
- Ensure worker safety equipment; medical supplies & drinking water.
- Available to help with other supervisors with maintenance or landscape projects.
- Keep tools & equipment maintained, stocked & in good working order.
- Prepare plant pull lists for jobs- deliver & place plants if needed.
- Help keep shop, nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy to set a positive example for other employees.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintains a good knowledge of many different types of hardscape & landscape installation, wood construction, landscape maintenance & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Landscape Maintenance Supervisor : _____

- Manage all aspects of landscape maintenance- work techniques, plant care, customer relations, scheduling & work order preparation.
- Supervises & trains new crew members proper LML landscape maintenance techniques.
- Ensure worker safety equipment; medical supplies & drinking water.
- Available to help with other supervisors with maintenance or landscape projects.
- Nursery, plant, propagation & display garden expert.
- Plant care expert; current maintain knowledge of plant maintenance.
- Help keep shop, nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy to set a positive example for other employees.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Lawn Maintenance and Mowing Supervisor : _____

- Manage all aspects of lawn maintenance- work techniques, lawn care, customer relations & work order preparation.
- Supervises & trains new crew members proper LML landscape lawn maintenance and mowing techniques.
- Ensure worker safety equipment; medical supplies & drinking water.
- Available to help with other supervisors with maintenance or landscape projects.
- Lawn expert; current maintain knowledge of lawn grass and maintenance.
- Help keep shop, nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy to set a positive example for other employees.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Plant Nursery Supervisor: _____

- Supervises & trains new crew members proper LML nursery maintenance techniques.
- Manage all aspects of the plant nursery- work techniques, plant care, pest control, organization, plant propagation, maintenance, watering, ect.
- Manage plant sales; plant pickups, plant sale deliveries, sales route, farmer's market, plant inventory, pricing, identification tags, ect.
- Ensure worker safety equipment; medical supplies & drinking water.
- Available to help with other supervisors with maintenance or landscape projects if needed.
- Plant care expert; maintains current knowledge of horticulture.
- Keep nursery, tools & equipment organized & maintained & picked up.
- Recognize what tasks need to be done & look for ways to keep busy
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Maintains a valid KS driver's license and safe driving record.
- Come with positive attitude, respect one another & work as a team.

Assistant Supervisor : _____

- Be willing to learn, comprehend, and master the tasks at hand.
- Recognize what tasks need to be done & look for ways to keep busy when other supervisors are busy with something else.
- Be able to be left at a work location without supervision for a brief time.
- Occasionally help with nursery, maintenance & display garden tasks.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Help keep shop, nursery, tools & equipment organized, maintained & picked up.
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Come with positive attitude, respect one another & work as a team.

Landscape Installation Technician : _____

- Be willing to learn, comprehend, and master the tasks at hand.
- Recognize what tasks need to be done & look for ways to keep busy when other supervisors are busy with something else.
- Be able to be left at a work location without supervision for a brief time.
- Occasionally help with nursery, maintenance & display garden tasks.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Help keep shop, nursery, tools & equipment organized, maintained & picked up.
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Come with positive attitude, respect one another & work as a team.

Skilled Laborer / Temporary Employee : _____

- Be willing to learn & comprehend the tasks at hand.
- Recognize what tasks need to be done & look for ways to keep busy when other supervisors are busy with something else.
- Occasionally help with nursery, maintenance & display garden tasks.
- Develop & practice methods of working that are efficient & safe (work smarter not harder).
- Help keep shop, nursery, tools & equipment organized, maintained & picked up.
- Maintain knowledge of many different types of hardscape & landscape installation, landscape maintenance skills & horticulture skills.
- Be willing to start at an entry level position and work your way up.
- Come with positive attitude, respect one another & work as a team.