
Job Title:
Reports to:

Landscaping Associate
Area Coordinator



Job Responsibilities:

- Ensure the health, comfort and safety of our Customers
- Ensure daily communication with all site Associates
- Ensure site cleanliness, by picking up all garbage around the site
- Complete Customer Request's For Maintenance (CRFM's) as required
- Snow and ice removal, sanding and salting, completion of snow and ice removal logs
- Lawns; cut, trimmed, watered, edged, and free of weeds
- Ensure all trees, hedges, and flowerbeds are free of weeds and trimmed
- Parking lots: sweep, wash, lines and keep all catch basins clear of foreign debris
- Fences: repaired and/or stained as necessary
- Building exterior: eaves cleared, siding, lights working, signage clean and visible
- Spring clean-up: hazard line painting, irrigation start-up, power washing, planting, etc. as determined by the spring landscaping plan
- Fall clean-up: leaf removal, close off (blow out) irrigation, winterize gardens and beds, trees rimmed, etc.
- Ensure contractors arrive as per scheduled timelines and complete their work as per the conditions of contract
- Ensure proper and accurate inventory management
- Complete other tasks assigned by the Area Coordinator

Experience and Educational Requirements:

- 2 years Landscaping Service Experience preferred

Technical Requirements:

- Working knowledge of English both verbal and written

Non-Technical Requirements:

- Strong commitment to providing excellent customer service
- Ability to take responsibility for all actions and decisions and to follow through
- Exceptional problem-solving and decision-making capabilities
- Strong planning and organizational skills coupled with ability to multi-task and prioritize
- Excellent time-management skills
- Ability to work independently (self managed) and with other Associates in a team environment
- Ability to learn quickly, adapt to change and be flexible in nature
- Displays a high level of initiative and commitment to success (striving toward Boardwalk's mission statement)
- Demonstrates a positive attitude, enthusiasm and assertiveness
- Ability to spend up to eight hours walking, standing, climbing stairs, lifting
- Ability to maneuver up to 90kg with the proper equipment

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