



FORT CLARK SPRINGS ASSOCIATION, INC.

Landscaper Supervisor – Maintenance Worker

Job Description

The Landscaper Supervisor is responsible for carrying out the directives and tasks assigned by the Operations/Maintenance Director; as well as maintaining the condition and appearance of all Fort Clark grounds. Duties include, but are not limited to:

MINIMUM QUALIFICATIONS AND SKILLS:

- Hold and maintain a current & valid TX driver's license.
- Must be 18 years of age or older.
- High School Diploma, or equivalent, preferred.
- Ability to stand or sit for long hours during work schedule.
- Ability to lift 50 lbs. at least 50% of work hours.
- Ability to climb stairs, bend and get up and down to perform job duties as directed.
- Adhere to industry's safety standards of the application of hazardous chemical in accordance with MSDA and OSHA.
- Use safety equipment appropriately and complies with safety and insurance standards.
- Develop, maintain and follow industry safety standards.
- Develop and maintain working knowledge of plants, trees, and landscape structure.
- Participate in assistance to all departments, members and various organizations.
- Adhere to the FCSA Declaration of Protective Restrictions, Bylaws, Rules & Regulations, Personnel Policies & Procedures as may apply to staff member.
- Protects Fort Clark Springs Association's value by keeping information confidential.
- Protect all confidential or otherwise sensitive information appropriately.
- Builds Fort Clark Springs Association's image by collaborating with Members, Government, Community Organizations, the Board of Directors, Employees, Guests, Local Law Enforcement and First Responders, while maintaining ethical business practices.
- Maintains working knowledge of the Association's governing documents, and the Rules and Regulations pertaining to the facilities where working.
- Maintain a positive attitude and provide exemplary customer service on a daily basis.
- Maintain a professional work environment while on FCSA grounds.
- Show up to work at assigned time and in proper uniform and/or work attire.
- Ability to be punctual, prepared and able to complete the specifics for job description.
- Ability and willingness to work scheduled shifts; understanding schedules will vary and change unexpectedly.
- Maintain at least a minimum knowledge of computer and/or typing skills as needed for job description.
- Participate in ongoing training programs in equipment safety and use.
- Attend staff meetings as requested by Operations/Maintenance Director.
- Verbal and written communication skills that promote effect communication with fellow employees and allow an easy understanding of the job duties.

- Maintain an Alcohol & Drug Free environment while on FCSA grounds.

RESPONSIBILITIES AND DUTIES:

MANAGERIAL DUTIES

- Provides training to departmental staff on specific items pertaining to upkeep and condition of Fort Clark properties, common areas and green spaces.
- Compiles and presents information as necessary for the Operations/Maintenance Director.
- Records daily/weekly logging of accomplished tasks and assignments.
- Maintains inventory on all supplies and equipment.
- Maintains service records on all vehicles and equipment.
- Maintains records on equipment and vehicles.

GENERAL RESPONSIBILITIES AND DUTIES:

- Possess hands-on working knowledge of landscaping; mowing, watering, over seeding, aerating, fertilizing, sanding and the application of pesticide/herbicides as well as landscaping equipment use and repair.
- Performs landscaping of all assigned Association grounds.
- Removes litter and debris from all assigned Association grounds.
- Repairs/installs water line/sewer/sprinkler system.
- Waters grounds as needed or required.
- Performs general mechanical tasks, as they relate to maintenance of the grounds.
- Performs mechanical tasks; operating related machinery as required.
- Performs routine service of all vehicles and equipment.
- Performs routine service and/or minor repairs of all vehicles and equipment.
- Possess and maintain working knowledge of general mechanics, vehicle repair, and industry safety standards.
- Protects Fort Clark Springs’s Association’s value by keeping information confidential.

Failure to maintain the above requirements may be cause for discipline and/or immediate termination.

Violation of certain Texas State Laws or Company Policy may also be cause for discipline and/or immediate termination.

I have read, understand and agree to adhere to the above proscribed job description of the FCSA Landscaper Supervisor – Maintenance Worker.

Employee’s Signature

Date

Director or Human Resources Agent

Date