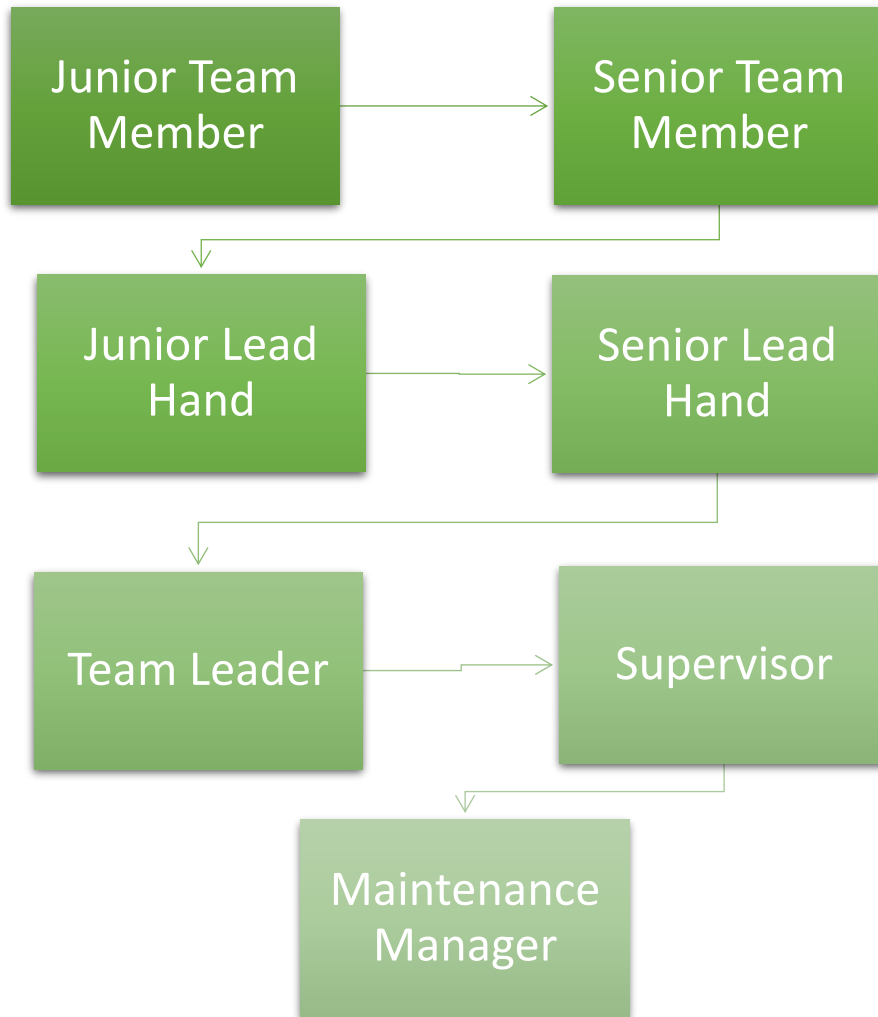




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CAREER LADDER

Maintenance Division



Please Note: This is a guide to your potential career at LP Landscape Plus Inc. There are many factors not listed in this guide that affects your rate of pay including; job performance, attitude towards your work, co-workers and clients, years of service with the company, years on snow service with the company, years of experience in the landscape or a related field and education.



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SECTION 1: TEAM MEMBER

1.1 Junior Team Member

Requirements: A Junior Team Member has little to no previous experience in the landscape field but must gain proficiency in performing basic tasks of landscape installation.

- Become familiar with the company manual and policies including safety guidelines and standards.
- Able to use basic tools such as the shovel, rake, wheelbarrow, trimmer etc.
- Must have the ability to follow direction and have a positive attitude towards learning new skills.

A Junior Team Member reports to the Lead Hand, or Team Lead and must meet training goals set forth by the company as assigned after the first 15 Days. They must also follow all safety procedures and understand why safety is important while at work.

Pay and Benefits

The rate of pay for a Junior Team Member is \$18.50/hr.

1.2 Senior Team Member

Requirements: A Senior Team Member must be comfortable with all of the Junior Team Member requirements. At this stage they will be counted on for the safe and effective execution of many basic landscape maintenance activities without supervision.

- Ability to safely and efficiently use all small hand and power tools – trimmers, walk behind mowers, blowers etc.
- Has the ability to safely drive company vehicles with a trailer attached on their own as well as properly fill out all mandatory CVOR log sheets.
- Can effectively preform regular landscape maintenance tasks such as mulching, weeding, daily services, turf trimming and mowing.

Pay and Benefits

The rate of pay of a Senior Team Member is \$19-21/hr



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SECTION 2: LEAD HAND

2.1 Junior Lead Hand

Requirements: A Junior Lead Hand must be comfortable with all the Senior Team Member requirements. At this stage they will take on many more responsibilities and be accountable for job performance and other tasks as assigned by their Team Leader.

- Safe and effective use of all mower and power equipment to preform typical landscape maintenance tasks.
- Must always be conscientious of the safety of the customer, job site and co-workers.
- Knows the difference between a weed and a plant.
- Proper care of all tools and equipment and can perform basic maintenance tasks – grease, wash, check vital fluids.
- Complete any daily paperwork assigned by Team Leaders – trip reports, safety inspections.
- Has the ability to manage and delegate Team Members with basic tasks.

Pay and Benefits

- The rate of pay for a Junior Lead Hand is \$21-22/hr.

2.2 Senior Lead Hand

Requirements: A Senior Lead Hand must be comfortable with all the Junior Lead Hand requirements. At this stage they will be responsible for the delegation and training of team members and assist the Team Leader meet production goals and deadlines.

- Can run a maintenance route without difficulties while the Team Lead is away for an extended period of time.
- Thoroughly knows the routes and properties and has the foresight to know which tasks need to be completed.
- Able to trim shrubs, trees and perennials and knows when to trim or cut down common plant varieties.
- Can effectively train Team Members on safety, new processes, and the general landscape process.
- Ensures all equipment maintenance is regularly completed and takes care of any problems that may arise with equipment, tools, vehicles, and materials.

Pay and Benefits

- The rate of pay for a Senior Lead Hand is \$23-24/hr.



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SECTION 3: Team Leader

3.1 Team Leader

Requirements: A Team Leader must be comfortable with all the Senior Lead Hand requirements. At this stage they will be responsible for Team Members and Lead Hands and be accountable to meet budgeted hours, ensure properties are kept to a high quality standard

- Can safely and efficiently operate all vehicles and equipment and knows all the maintenance schedules of the equipment
- Accurately submits all time sheets and necessary paperwork on time
- Knows the signs of turf or plant health and what corrective measures to take

Pay and Benefits

- Rate of pay for a Team Leader is \$23-25/hr



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SECTION 4: Working Supervisor

4.2 Working Supervisor

Requirements: The working supervisor has experience and knowledge of all landscape maintenance activities. They have an understanding of contractual obligations as well as budgeted materials and hours. They are able to ensure their crews are staying on budget while ensuring high quality work.

- Ability to ensure all properties are kept to the highest standards
- Ensure all employees are being training on proper tool and equipment use as well as the “LP” way and tips of the trade
- Ensure clients are kept updated with the state and activities preformed on the property
- Knowing the details of the contract and ensuring all work outside of the contract is approved and properly tracked for billing

Pay and Benefits

- Rate of pay for a Working Site Supervisor is \$26-30/hr



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SECTION 5: Maintenance Division Manager

5.1 Maintenance Division Manager

Requirements: A Maintenance Division Manager must be comfortable with all of the Senior Working Supervisor requirements. At this stage they will be responsible for all aspects of the Maintenance Division including; budgeting, sales, invoicing, client relations, equipment maintenance, scheduling and operations.

- Has the ability to manage several landscape maintenance crews and ensure crews are staying within budgeted hours.
- Has valuable input on creating the maintenance division budget and can forecast upcoming contracts, equipment needs and labour requirements
- Interacts with all clients routinely to ensure they are happy with how the properties are being kept and evaluating properties for any additional work to be done or billed
- Ensures all invoicing is kept up to date and clients don't fall behind on payments

Pay and Benefits

- Rate of pay for the Maintenance Division Manager is \$30+/hr