

Edge of the Woods
Native Plant Nursery, LLC
Job Description

Job Title: Landscape Assistant
Reports To: Landscape Supervisor
FLSA Status: Non-Exempt

Summary: Assist Landscape Supervisor and Landscape Associate and crew leader as needed to ensure the landscape job is completed as specified with a high level of quality and attention to detail. Assists LS and LA with plant identification and plant selection for landscape restorations as needed.

Duties and Responsibilities include the following. Asterisk items are essential. Other duties may be assigned.

Landscape job preparation:

- Communicates with LS and LA - Crew leader to prepare equipment needed for the day*
- Assists with plant loading and documenting for the jobs of the day*
- Assists with the organization of the trucks in the morning*
- Performs truck checks, observes any needed repairs*

Landscape assistant:

- Performs actions such as weeding, watering, mulching*
- Performs actions such as planting and transplanting plant material - Perennials, shrubs and trees in container and B&B*
- Performs actions such as pruning trees, shrubs and perennials for plant health*
- Assists with site set up of plant materials, including loading and unloading.*
- Sorts, contains and removes debris. Transport debris to recycling center as needed*

Landscape Equipment

- Communicates with the supervisor needed equipment for the day*
- Ensures all tools and equipment as sorted into proper trucks and returned to the proper truck or building at the nursery.*
- Handles hand tools, power tools and other equipment safely. Uses tools properly as intended. Helps maintain tools and equipment in proper working order.*
- Maintains a clean and organized job site staging area.*
- Uses safe practices when working with any of equipment according to the company safety policies.*
- Ensures all tools and equipment needed for a job are taken and returned to the nursery.
- Assists with rental equipment operation. Understands safe operation and assists other in learning operation.
- Assess tools for repair and if new tools are needed

- Uses all tools according to company safety policy.*

Education/Experience:

Horticulture experience desired.

Associate degree (A. A.) or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

Work Environment:

While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions. The employee is occasionally exposed to wet or humid conditions (non-weather); work near moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock and vibration.

The noise level in the work environment is usually loud.

Occasional weather-related heat and cold extremes.

Equipment:

Drills	Tractors
Shovels	Chain saws
Rakes	Tiller
Pruning saws	Sod cutter
Pruning shears	Dump trailer
Hand tools	Leaf blower
Power tools	Air compressor

Valid Driver's License required. Comfortable driving full size truck and dump trailer. Ability to drive a small tractor or the desire to learn.

Physical Demands:

The employee must frequently lift and/or move up to 50 pounds. While performing the duties of this job, the employee is regularly required to stand; walk; use hands; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance.

Full disclosure of physical restrictions. A doctor's note of physical health is required.