



URBAN LAWN & LANDSCAPE

JOB DESCRIPTION FOR LANDSCAPE OPERATIONS ASSISTANT

We are a full-service lawn and landscape management company looking for an energetic and passionate individual with a great work ethic who has the desire to grow personally & professionally in the green industry. We are looking for people who have a willing spirit to learn and grow as an employee of Urban Lawn & Landscape and have the desire to work in an environment where quality and details are important.

Job Duties Include:

Pick up and deliver job site materials as needed on a daily basis

Assist in services provided by the company as required by the season such as overseeding turf, landscape bed maintenance, landscape installations, snow removal, Christmas lights installation, etc.

Service lawn equipment as needed including change air filters, change oil, sharpen blades, etc.

Communicate with customers as needed in a professional manner

Job Requirements:

Valid driver's license, clean driving record & be insurable on the company's insurance policy

Age 21 or over (due to insurance)

High school diploma or equivalent

Mechanical knowledge of equipment used in every day landscaping operations

Plant material knowledge or willingness to learn

Irrigation systems knowledge or willingness to learn

Proficient in both oral and written communications

Have the ability and desire to work in various weather conditions and unusual time periods throughout the year (added benefit of a four-day work week as much as possible year round)

Ability to lift or carry 50 lbs

Starting pay between \$13 to \$15 per hour based on knowledge and experience

*Bilingual in Spanish is helpful but not required

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address	City	State	Zip
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Phone number	Email address
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Are you legally eligible to work in the US? Yes <input type="checkbox"/> No <input type="checkbox"/>	Are you a veteran? Yes <input type="checkbox"/> No <input type="checkbox"/>
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If selected for employment are you willing to submit to a background check?
Yes No

Position

Position you are applying for	Available start date	Desired pay
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Employment desired Full time Part time Seasonal/Temporary

Education

School name	Location	Years attended	Degree received	Major

References (business and professional only)

Name	Title	Company	Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	