



Walnut Way Center  
 2240 N. 17th St.  
 Milwaukee, WI 53205  
 P: 414-264-2326  
 F: 414-265-7245  
[www.walnutway.org](http://www.walnutway.org)

**POSITION DESCRIPTION**

<b>Job Title:</b>	Blue Skies Landscaping Bed Maintenance Crew Lead				<b>Prepared by:</b>	Environmental Specialist			
<b>Department:</b>	Environmental Stewardship				<b>Approved by:</b>	Executive Director			
<b>Reports to:</b>	Environmental Specialist				<b>Date:</b>	February 1, 2020			
<b>Hourly Rate:</b>	\$17.00 – \$19.00 per hour, per experience 40 hours per week Apr – Nov 32 hours per week Dec – Mar				<b>Term:</b>	Unlimited, year-round			
<b>FTE/Exempt Status:</b>	Apr – Nov 1.0 FTE	<b>Yes</b>	<b>No</b>	<input checked="" type="checkbox"/>	<b>Position Status:</b>	<b>FT</b>	<input checked="" type="checkbox"/>	<b>PT</b>	<b>IC</b>
	Dec – Mar 0.8 FTE								

**COMPANY CONFORMANCE STATEMENT**

In the performance of their respective tasks and duties all employees are expected to conform to the following:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally with other employees, customers, and suppliers.
- Work effectively as a team contributor on all assignments.
- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and organizations.

**PROJECT OVERVIEW**

Environmental Stewardship is one of Walnut Way’s major programming areas. Residents have transformed vacant lots into production gardens and orchards. Demonstrating the ability to grow healthy, neighborhood foods is essential to our work. Additionally, maintaining a clean and beautiful neighborhood campus is a necessary part of our commitment to environmental stewardship.

Initiated in 2012, the Blue Skies Landscaping program was founded to advance urban environmental sustainability and employment opportunities in the Lindsay Heights neighborhood and greater Milwaukee area. The program’s staff steward Walnut Way’s campus and execute landscape contracts on private and public properties. Work includes landscape construction, landscape maintenance, and consultation. Blue Skies offers job training in landscape horticulture for staff. The program is designed to be a source of employment for residents and a sustainable source of earned income for Walnut Way’s environmental initiatives.



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## **POSITION PURPOSE**

The Blue Skies Landscaping Bed Maintenance Crew Lead is a full-time employment opportunity with Walnut Way Conservation Corp. supporting all aspects of the Blue Skies Landscaping program, as well as urban agriculture and campus maintenance. The candidate must possess knowledge and skills in landscape maintenance, landscape installations, horticulture, and agriculture. The candidate must be comfortable working outdoors in all temperatures and types of weather, and must possess sufficient physical fitness/strength to lift landscaping tools and materials. The candidate must also have at least 1 – 2 years' experience operating equipment such as tillers, backpack blowers and more, as well as have knowledge in plant identification. The Bed Maintenance Crew Lead should be friendly and dependable and be able to lead other staff as required, as well as have a strong attention to detail and ability to multitask. In all instances s/he must perform in accordance with and be committed to the Walnut Way mission.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Arrive to work daily early and prepared to execute work assignments
2. Organize vehicles, equipment, tools and materials for the assigned daily project/tasks
3. Drive to project site(s) with crew, equipment, tools and materials
4. Conduct daily crew debriefs for work to be completed
5. Supervise designated staff on residential, commercial and municipal contracts, focused primarily on maintenance of planting beds at various landscape sites
6. Safely and effectively operate and maintain a range of vehicles and equipment
7. Follow all protocols for safety, start and end of day activities
8. Maintain detailed and accurate records, including work logs, receipts, spreadsheets and others, submit reports on a daily basis
9. Meet weekly with Environmental Specialist, Supervisors and Leads to maintain records and perform planning for upcoming work
10. Support all aspects of Walnut Way campus maintenance, such as litter clean up, weed control, organization, and minor repairs
11. As directed, assist with all tasks related to agricultural production, such as bed preparation, sowing, weeding, pruning and harvesting
12. Potential to supervise winter service (snow and ice removal) contracts during the winter season
13. Attend all required trainings and obtain and maintain all required certifications
14. Other duties as assigned by Supervisor
15. Perform other duties to support the success of Blue Skies Landscaping and Walnut Way Conservation Corp.

## **SUPERVISORY RESPONSIBILITY**

This position requires on-site supervision of crew members and/or technicians assigned to the Bed Maintenance Crew Lead's work team for that day. Supervision includes, but is not limited to, safety, execution of tasks, task completion, and customer interaction.



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## **ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment characteristics include working outdoors, on residential and commercial properties, in the public right of way, in gardens, in all weather conditions, including extreme heat and cold, and all types of precipitation.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand for six hours or more per workday. The employee is required to kneel, squat, bend over and use hands to work in the gardens and in landscapes. The employee must be able to use motor skills and vision to operate landscape equipment. Candidate must be able to lift 75 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

## **TRAVEL**

Local travel to project sites is required. For normal working hours, transportation is provided via company vehicle.

## **REQUIRED EDUCATION AND EXPERIENCE**

1. Demonstrated excellence maintaining and operating Walnut Way vehicles and trailers
2. Demonstrates proficiency maintaining and operating small equipment such as bed edgers, tillers, string trimmers, hedge trimmers, backpack blowers and others
3. Ability to identify both common hybrid and native perennials per Walnut Way resources as defined 90% proficiency in an identification quiz
4. Ability to identify common trees, shrubs and perennials and demonstrated knowledge of proper care and pruning practices
5. Must possess WI Pesticide Applicator License: 3.0 Turf and Landscape
6. Must possess a valid Wisconsin Driver's License with a good driving record
7. Must show high levels of honesty, personal integrity, and humility
8. Practices leadership by example
9. Ability to execute scopes of work; adjust as situations warrant; think on feet
10. Able to record work, labor and materials, document via paperwork, photos and tablet PC
11. Commitment to teach, train, develop and support coworkers
12. Ability to supervise, motivate, evaluate and discipline designated staff
13. Ability to move through tasks in urgent manner and manage time effectively
14. Must possess meticulousness and high attention to detail
15. Ability to withstand wide range of weather conditions and lift up to 75 lbs.
16. Residents of the Lindsay Heights neighborhood or near north side zip codes will receive strong consideration.



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## EQUAL EMPLOYMENT OPPORTUNITY

Our organization is committed to equal employment opportunity. We will not discriminate against employees or applicants for employment on any basis including, but not limited to: veteran status, uniform service member status or any other protected class under federal, state or local law. In Wisconsin, the following are a protected class: age [40 or over]; race; creed; color; disability; marital status; sex; national origin; ancestry; pregnancy, childbirth, maternity leave or related medical

conditions; arrest or conviction records; military service; sexual orientation; use or nonuse of lawful products off the employer's premises during non-working hours and genetic testing.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please either mail or email resume, cover letter, and two professional references (on company letterhead)

To: Jeremy Davis  
Environmental Specialist  
[Jeremy@walnutway.org](mailto:Jeremy@walnutway.org)  
Walnut Way Conservation Corp.  
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WALNUT WAY IS AN EQUAL OPPORTUNITY EMPLOYER  
DRUG FREE WORKPLACE