



## JOB DESCRIPTION CREW SUPERVISOR

**Reports To:** EarthCare Operations Manager

### **Job Summary:**

Supervise/oversee a crew that will provide grounds maintenance and landscaping services to our external customers. In addition to ensuring the quality of service provided, the crew supervisor will be responsible for the oversight of crew members (individuals with disabilities) in alignment with the Mission of Weaver Industries.

### **Schedule:**

Monday through Friday, 7:30 AM – 3:30 PM (approximate hours)

### **Principal Duties:**

#### Grounds Maintenance and Landscaping

- Police grounds remove all trash and debris
- Trimming around flower beds and obstacles
- Mowing using a; push mower, walk behind mower, or a riding tractor
- Weeding flower beds
- Sweep walk and driveways
- Planting
- Mulching
- Raking
- Must be able to perform all duties in cool, mild, and hot weather
- Must be able to work weekends
- Good customer service skills
- Possible Environmental services duties
- Clean driving record

#### Supervisory Duties

- Must complete and maintain certification; as well as understand the requirements set forth by the Department of Developmental Disabilities (DODD) and the County of Summit Board of DD(CSBDD)
- Must be eligible, capable and willing to drive a 12-15 passenger van to transport crew members to and from the worksite
- Must train and oversee crew members (per DODD rules and properly supervising and safety techniques, reviewing the training effectiveness)
- Must oversee the health and safety of all crew members
- Must maintain a Safety Program for crew members, reviewing for continuous improvements
- Must maintain all crew members' ISPs, making sure the most recent ISP for each crew member has at the work site (per DODD rules)
- Must follow MUI/UIR reporting procedures (per CSBDD and the DODD rules)
- Must report any changes or behavior issues to the crew member's Service & Support Administrator (SSA), the Weaver EarthCare Operations Manager and the Employment Services Manager
- Must complete and submit all required paperwork (tracking forms, etc.)

#### Specific Job Skills

- Lawn maintenance and landscaping skills preferred
- The ability to obtain an Ohio Department of Agriculture (ODA) Commercial Pesticide License (Category 5 Industrial Vegetation, CORE Commercial Core), a plus.

### Physical Demands

Regular attendance is an essential function of this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the job. To perform the required duties, you:

- Must be able to work with your hands, walk, stoop, kneel, bend and reach with hands and arms
- Must be able to lift 30 +lbs., carry 30+ lbs.
- May work in conditions that may include exposure to blood-borne pathogens, communicable diseases, potentially infectious material and aggressive behavior

**The above statements are intended to describe the general nature and level of work being performed by the people assigned to this position. These statements are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. Personnel may, at times, be required to perform duties outside of his or her normal responsibilities.**

Weaver EarthCare is a division of Weaver Industries, Inc. The mission of Weaver Industries, Inc. is to maximize the independence and personal fulfillment of individuals with disabilities through community, business, and family partnerships. We provide this through vocational training and employment opportunities. **Weaver Industries, Inc. is an Equal Opportunity Employer.**