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Job Title: Shop Assistant

Company: Serene Landscape Group

Department: Shop/Mechanical

FLSA Status: Non-Exempt

Location: Plymouth

O.T. Eligible? Yes

REPORTS TO: Window Cleaning Production Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Strong problem-solving abilities
- Good organizational and time management skills
- Self-starter
- Detail oriented
- Able to work extended hours
- Safety oriented
- Ability and willingness to learn
- Wear a company uniform and apparel.
- Sweeping up shop.
- Assisting with shop maintenance.
- Sharpening mower blades.
- Assisting with keeping landscape yard orderly.
- Occasionally picking up equipment from repair shops.
- Assist with preparation for snow events.

Other Essential Skills:

- Physical
 - Body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, bending, kneeling, crouching, and crawling; arm, hand, and finger dexterity with both hands involved in activities such as reaching and handling; and good eyesight.
- Knowledge (Working knowledge)
 - Safety precautions necessary when working with power tools, as well as other equipment as needed.

Job Qualifications:

- Valid Chauffer's license with up to date MDOT card is encouraged.
- Due to the inherently dangerous nature of the industry and the requirements to work with or around hazardous equipment, employees must be able to maintain attention and concentration for extended periods of time.

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- Must be able to wear PPE as necessary.
- Must be able to enter and exit a vehicle numerous times a day.
- Must be able to withstand exposure to all kinds of weather while completing work assignments, i.e., heat, sun, cold.
- Must be able to write, read and comprehend written and verbal job instructions/information.
- Must be able to communicate with others.
- Must be able to maintain attention during dangerous tasks.
- Must be able to lift, move and maneuver up to 75 pounds on an infrequent basis, and up to 30 pounds on a frequent basis.
- Must have endurance necessary to perform these duties throughout a standard eight- or ten-hour day.
- Must be able to work long hours and overtime during emergencies (including holidays, weekends, etc. Subject to on call duty during Snow events).
- Must have sufficient eyesight to judge distances and coordination to get and use the appropriate equipment and tools.
- Must be willing to learn how to operate and service all required tools and equipment.
- Must have transportation to and from the work location.

Hazards

- Must be able to handle tall heights (Multiple floors, and some rooftops)..
- Work in extreme conditions (hot and cold), as well as direct sunlight for extended periods.

Physical Requirements:

Key:									
Rarely = less than 10%									
Occasionally = up to 33%									
Frequently = up to 66%									
Continuously = 67% to 100%									
Activity:	R	O	F	C	Activity:	R	O	F	C
Standing				X	Seeing				X
Walking				X	Reading			X	
Sitting		X			Reaching			X	

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Stooping			X		Range of Motion				X
Kneeling			X		Hearing – Speech Range			X	
Squatting			X		Depth Perception			X	
Body Twisting			X		Color Vision			X	
Crawling	X				Lifting			X	
Sense of Touch			X		Carrying			X	
Manual Dexterity				X	Pushing		X		
Speaking Clearly			X		Pulling		X		
Seeing Distant				X	Climbing Ladders				X
Climbing On/Off Truck				X	Climbing Stairs			X	
Climbing Poles	X				Balancing		X		
Gripping				X	Lifting Up to 30 lbs.			X	
Lifting Over 10 lbs. to 75 lbs.				X	Lifting Up to 75 lbs.		X		

Individuals must be able to perform the essential functions of the position with or without a reasonable accommodation. Individuals with a disability who desire a reasonable accommodation should contact the Human Resources Manager at 734-416-9602.

Serene Landscape Group is an Equal Opportunity Employer, including disabled and vets.

Revised 10/13/2020

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