

## Seasonal Maintenance Team - Job Description - Rooftopia 2024

### Company Mission Statement:

Rooftopia is built on honest and transparent communication with our staff and clients to ensure we manage expectations and create cohesive, luxurious gardens and outdoor spaces. We cultivate a safe, creative, and innovative environment for our team members to learn, grow, and experience new technology and techniques. Thoughtful teamwork and client satisfaction are our highest priority. At Rooftopia, we are committed to sustainability and offering a better quality of living for both our crew and our clients. Our expert team is dedicated to creating a one of a kind outdoor oasis through comprehensive services, including design, permitting, construction, and seasonal maintenance. With meticulous craftsmanship and effective project management, we guarantee beautiful, functional, and durable results our clients will enjoy for a lifetime.

### Job Description:

This position performs labor-intensive tasks related to maintaining existing garden systems and installing new plants on rooftops and landscapes around Chicagoland. It requires working outdoors amidst varying weather conditions. Responsibilities include all aspects of garden maintenance, seasonal container design, planting, pruning, weeding, and the installation of new planter boxes with lighting and irrigation systems. Tasks require organization, loading and unloading of plants, tools and materials, and general upkeep at diverse job sites. Tasks include but are not limited to: removing dead plants, installing soil and mulch, and applying fertilizer. Additionally, duties include general cleanup, power washing, staining/painting, debris and trash removal. The role demands independent work, effective communication with supervisors and team members, exceptional customer service, and meticulous attention to detail. Responsibilities also include driving, parking, and promptly addressing any task or location concerns with your Team Lead/Account Manager. Candidates must thrive in a fast-paced, physically demanding outdoor environment, demonstrating flexibility, engagement, and humility, as job assignments and teams may change throughout the season. Reporting directly to the Crew Lead.

### Position Requirements:

- Attentive to Detail
- Punctual & Reliable
- Effective Communication, Organization & Time management skills
- Problem Solving — approaches challenges with Flexibility and a Positive Attitude
- Self-motivated, Creative and Passionate about plants, working outdoors
- Experience with landscaping, container gardening, and winter arrangements
- English speaking
- Valid Driver's license
- Ability to work in a physically demanding environment, including:
  - Able to lift 50 lbs, Able to carry heavy and awkward objects
  - Can travel up and down multiple flights of stairs in a day
  - Can withstand hot and cold temperatures, and occasional inclement weather
  - Willing to work close to the earth and get a little dirty
- Understands and follows company procedures
- Ability to use apps, Slack, Gusto, Asana, on your phone or computer

## **Maintenance Crew Responsibilities:**

- Evaluate Job site for potential challenges upon arrival, then problem solve effective solutions
- Record detailed site notes, upload photos, material usage, site time, travel time via Asana
- Notes and communicates any abnormalities or client requests with Account Manager
- Reviews all job sites prior to leaving to ensure site is tidy and meets quality standards
- Report any damages or site concerns immediately to your Crew Lead/supervisor
- Perform appropriate care & maintenance for all plants & systems under our contract
- Installs flowers, seasonal displays and decor to meet client's goals and Rooftopia's quality standard
- Install, program, test and troubleshoot irrigation systems (training will be provided)
- Install, program, test and troubleshoot low voltage lighting systems (training will be provided)
- Installs new planters, soil, flowers, shrubs and trees according to new installation plans
- Cleans up sites during and after each installation (sweeping, vacuuming, etc)
- Carry, lift, climb stairs, hoist, and mobilize materials to the job site (landscapes and rooftops)
- Mindful of safety and cleanliness, client's home and surroundings / work vehicles / shop
- Ability to safely navigate & drive work trucks around the city and local suburbs
- Parking / paying parking meter as needed to avoid city violations
- Keep green waste sorted from trash; properly dispose of green waste or trash at proper facility
- Acknowledges and understands tasks assigned by Crew Lead/Account Manager
- Organizes, preps and mobilizes appropriate tools and equipment for daily tasks
- **Asks questions** to confirm understanding of each site and systems in place
- Attends maintenance team trainings, and staff meetings
- Participate in weekend schedule rotation to water plants (May - July/seasonal)
- Maintain clean and organized shop, tools, day bag/buckets, prep and storage areas daily
- Keep plant materials sorted, organized, watered and free of debris
- Report any low inventory for tools/materials to Crew Lead or Account Manager
- Maintain, clean and secure work vehicles daily - don't forget to lock up!

## **Required Education or Experience**

- High School Diploma or GED required.
- College degree or Trade School training a plus
- Landscape maintenance, container design or home gardening experience is a plus
- Construction experience a plus
- Experience & knowledge working with plants (annuals & perennials)
- Experience & knowledge of garden maintenance & container design
- Valid Driver's license
- Be a team player, maintain a positive attitude.

## **Approximate Schedule & Hours:**

- General Hours of operation: Monday - Friday, 7am to 4pm
- This is a seasonal position: hours may vary.
- Maintenance crew operates with a Flexible 4 or 5 day work week.
- Seasonal Position operates from April 1 - December 15th
- April 1 - June 30 - full time, 32 - 40 hours a week, some overtime is expected during the busy season.
- July 1 - September 15th - full time hours not guaranteed, tasks vary with maintenance and possible installation assignments. Decreased hours in July/August are likely.
- October 15 - December 15th - full time, 32 - 40 hours a week, overtime possible

## **Compensation & Benefits:**

- Hourly rate starting at \$20/hr (compensation based on experience)
- Paid vacation days include Memorial Day, Juneteenth, July 4th, Labor Day & Thanksgiving (Th/F).
- Additional benefits may be available after 90 days of employment.
- Interested Candidates must have a valid & clean drivers license.

Thank you for your interest, we look forward to learning more about you!

Please send your resume and cover letter [info@rooftopia.com](mailto:info@rooftopia.com) to apply.

