

Seasonal Maintenance Crew Member 2022

Company Profile: Rooftopia is a rooftop garden & landscaping design-build firm serving Chicago. Our diverse and talented staff work in a friendly and creative capacity to produce unique and innovative outdoor living spaces through design, installation and garden maintenance. We are passionate about designing and building spectacular outdoor rooms, with a focus on in-house fabrication and craftsmanship. Our mission is to transform ordinary spaces into sophisticated outdoor escapes.

Job Description: Rooftopia is looking for a seasonal Maintenance crew member with experience in landscaping and/or horticulture, knowledge of plants, basic gardening skills, the ability to lift up to 50 pounds and work outdoors in various weather conditions. The right candidate enjoys a collaborative team environment, has a positive attitude, and understands the flexible nature of the industry.

Maintenance Crew Responsibilities:

- Organize, prep and mobilize appropriate tools & equipment for garden maintenance daily.
- Acknowledge and understand tasks assigned by Account Manager/Supervisor.
- Ask questions to confirm understanding of each site and systems in place.
- Communicate and update team members via Slack & Asana.
- Use Harvest App for timesheets.
- Use common sense to problem solve as needed.
- Work in a detail oriented capacity.
- Provide WOW customer service in the field.
- Communicate any issues or concerns to Crew Lead or Account Manager if site goals cannot be met.
- Install flowers, seasonal displays and decor to meet clients goals.
- Install new planters, soil, flowers, shrubs and trees according to new installation plans.
- Understand appropriate plants for each site (shade vs sun).
- Perform appropriate maintenance for established plants (pruning, weeding, dividing).
- Perform various tasks to keep outdoor spaces fresh, clean and looking their best.
- Use appropriate garden tools to perform maintenance tasks efficiently.
- Clean up sites during and after each installation (sweeping, vacuuming, etc).
- Set up and program new irrigation systems in spring / Winterize irrigation systems in fall.
- Set up and install new lighting components. (training will be provided)
- Test and ensure all garden systems are running.
- Confirm the irrigation timers are programmed for appropriate run times, based on size of system and plants.
- Carry, hoist and mobilize materials to the job site (landscapes and rooftops).
- Be mindful of safety and cleanliness.
- Be mindful of the client's home and surroundings to ensure no damage occurs to client property.
- Drive from shop to each site, navigate the city.
- Parking / paying parking meter as needed to avoid city violations.
- Attend maintenance and staff meetings.
- Provide daily feedback to Account Managers & Supervisors about site work.
- Be a team player and always have a positive attitude.

Approximate Schedule & Hours:

Full time: Monday - Friday

Hours of operation: 7am to 4pm

April 1 - June 30 - full time, 32 - 40 hours a week, some overtime is expected during the busy season.

July 1 - October 15th - full time hours not guaranteed, tasks vary with maintenance and installation assignments. Decreased hours in Aug-September are possible.

October 15 - December 15th - full time, 32 - 40 hours a week

Compensation & Benefits:

Hourly rate based on experience (\$16-\$18/hr)

Paid vacation days include Memorial Day, Juneteenth, July 4th, Labor Day & Thanksgiving.

Seasonal crew are eligible for Cook County earned sick time after 30 days of employment.

Additional benefits may be available after 90 days of employment.

Interested Candidates must have a valid & clean drivers license.

Please send your resume and cover letter info@rooftopia.com to apply.

