

Summary: The flex assistant is a “jack of all trades” in the landscape industry. This role performs a variety of duties that will support our fleet and facilities manager and supply yard team. You must possess positive attitude and a willingness to learn. The best applicants are multi-taskers, action-oriented, and can work well under deadlines. You will conduct all jobs in a safe manner and in accordance with our company core values. Duties include, but are not limited to:

- Maintaining plants: water, weed and feed all staged plants in nursery area.
- Assisting with staging and various supply yard projects.
- Assisting with loading product for customers in the supply yard.
- Performing miscellaneous jobs as needed out in the field.
- Maintaining and repairing small tools and equipment (small engine).
- Cleaning and organizing in and around shop.
- Running errands to pick up parts and miscellaneous orders.

Measurables:

- Meet daily goals.
- Adhere to safety standards and PPE requirements.
- Meet job quality standards.
- Maintain above 95% attendance rating.

Desired Experience and Education:

- High school diploma or GED.
- Must possess a driver’s license, clean criminal record, and have ability to pass a drug test.
- Ability and skill to operate a skid steer and forklift (certification available).
- Small engine experience; mowers, whips, blowers, chainsaws, etc.
- Can operate most hand and power-driven shop tools.
- Horticulture knowledge a plus.
- Able to lift 50 lbs. without assistance.
- Physically able to have full range of mobility in upper and lower body.
- Always maintain a positive and supportive attitude.
- Must have reliable transportation to and from work.
- Bilingual in English and Spanish a plus.



Flex Supply Yard and Shop Assistant

Compensation & Benefits:

- \$16-19 per hour
- Seasonal position March-September
- Some paid holidays
- Year-round employment opportunity
- Simple IRA plan with company match
- Paid parental and bereavement leave
- Customizable wellness reimbursement plan
- Yard & service discounts for you and your immediate family
- Relaxed and positive company culture (we work hard but like to have fun!)

Reports to: supply yard manager

Works closely with: supply yard team, production manager, operations manager

Direct reports: none

Typical Hours: (approx. 30 hours per week) Mon-Fri, 7:00am-4:00pm (hours vary based on time of year); some Saturdays

Dress Code: uniform