

POSITION DESCRIPTION

JOB TITLE: *Crew Leader*

REPORTS TO: *President or General Manager*

General Function: A Crew Leader for Motz Turf Farms, Ltd. is responsible for ensuring safe, efficient, and accurate activities, while performing whatever functions and tasks are needed. To perform well in this role, a Crew Leader must have excellent organizational and people skills and have a working knowledge of equipment. This position must support the highest level and standards set by Motz Turf Farms, Ltd when servicing our customers. It is important to have a neat, clean appearance, and a class A CDL is preferred (but not required).

Primary Responsibilities:

1. *Ensuring safe, efficient and accurate driving and operation*, which include:
 - Keep office staff informed of turf delivery schedule & status
 - Work with office staff to get any special details on delivery for each order
 - Responsible for accurate quantities of turf being delivered
 - Operate forklift between turf harvester and delivery truck
 - Load turf and secure load
 - Load forklift and secure
 - Check invoice for directions and verify load matches quantity ordered
 - Unload turf for customer as requested
 - Collect payment after delivery or instruct office to bill customer
 - Resolve any customer issues after delivery and keep office up-to-date
 - Submit completed logs & paperwork and any customer payment(s) to office daily
 - Service customers to the high standards set by Motz Turf Farms, Ltd.
2. *Turf cutting and stacking*, which includes:
 - Cut and stack turf neatly on pallets
 - Assist with cutting big rolls of turf
3. *Turf installation*, which includes:
 - Load truck with necessary tools for each job and secure the load
 - Install natural & synthetic turf per job specifications
 - Clean up jobsite after completion
 - Collect, load, and secure all tools
4. *Firewood delivery*, which includes:
 - Load truck with firewood and secure load
 - Unload or stack firewood for customer as required
 - Clean up any debris after delivery

Additional Responsibilities:

- *General farm*, which includes:
 - Assistance with maintenance of trucks and equipment
 - Maintenance and cleanliness of buildings and premises
 - Any other duties or tasks as requested or assigned

Preferred Skills:

- Experience in operating trucks and machinery, and a general knowledge of the Greater Cincinnati and Northern Kentucky area is preferred
- Experience in turf, landscape or agricultural industry

This description is not intended to include all possible job responsibilities. This role may require job-related tasks other than those specifically mentioned here.

Approved by management 10/11/17

To apply, please send your resume to Darryl Grinstead at darryl@motzfarm.com