

## Current Opportunities

Whether you have a passion for plants, a gift for operating equipment, a talent for irrigation or a flair for supervising people, Blanchford Landscape Contractors wants your talent. We are always seeking great people and invest in them.

We offer: Great Pay, Health insurance, 401K, 4 day work week, production bonuses, career tracks, carpool incentive, weekly training.

**The following are current opportunities for the 2007 season:**

**Landscape Crew Leaders**, seasonal and year round, \$15-20/hr.

**Garden Services Crew Leader**, seasonal, \$14-19/hr.

**Irrigation Crew Leader**, seasonal, \$14-20/hr.

**Irrigation Technician**, seasonal or year round, \$16-22/hr.

**Fleet Manager**, PT or combine with crew member position to be FT, flexible hours, \$15-18/hr.

**Irrigation Crew Members**, seasonal \$11-15/hr.

**Garden Services Crew Member**, seasonal, \$11-14/hr.

**Landscape Crew Members**, seasonal, \$11-15/hr.

Potential for year round work with snow removal from November through March.

To apply either fax or e-mail resume to 406-587-8822 or  
info@blanchfordlandscapecontractors.com

**Position Statement  
For  
Crew Leader-Design Build Division**

Job Type: Full time, seasonal

Reports To: Landscape Division Operations Manager

**Required Result:** I am accountable for producing the following result:

Lead, coach and manage Design-Build crews while managing and producing landscape projects on time and on budget, within the required parameters of the project.

**Duties and Responsibilities**

1. Develops and maintains a professional relationship with the project owners, managers, our vendors and subs.
2. Is responsible for maintaining safety standards on the job site.
3. Coordinates with Project Manager to schedule any necessary materials, subcontractors, equipment, etc.
4. Produces the project within hours budgeted.
5. Performs interviews, hiring, coaching, reviews, exit interviews, disciplinary actions and termination for crew members.
6. Performs training and development for crew members, creating highly skilled and competent landscape installers.
7. Maintains and submits all records for each job on a daily basis.
8. Works without supervision, using skills and knowledge gained by experience, industry certification, or a degree, to install landscaping projects.
9. Operates equipment in a safe manner, observing all safety regulations as prescribed by Blanchford Landscape Contractors, Inc. and the equipment operator's manual. Trains crew members in equipment operation.
10. Reads, interprets and implements Landscape and Construction Plans. Works without supervision, using skills and knowledge gained by experience, industry certification, or a degree to install landscaping projects.
11. Reads and implements landscape and construction plans.
12. Reads and implements Blanchford Landscape Contractors handbook.
13. Participate in recruiting and advancing employees.

## **Required Skills and Experience**

Degree in landscape design, construction, horticulture or equivalent experience.

Has 1-3 years landscape installation experience.

Has 1 year leadership experience

Has great customer service skills

Is self motivated

Has a great, positive attitude.

Has a professional demeanor in dress, speech and personal conduct.

**Position Statement  
for  
Crew Leader – Garden Services**

Job Type: Full time, seasonal

**Report to:** Account Manager-Garden Services

**Required Results:** I am accountable for producing the following result:

Lead and manage crews and projects while producing Garden Services projects on time, on budget, and within the required parameters of the project.

**Duties and Responsibilities:**

1. Develops and maintains a professional relationship with the project owners, managers, our vendors and subs.
2. Schedules and orders all necessary materials, subcontractors, equipment, etc.
3. Coordinates with Account Manager regarding projects.
4. Produces the project within hours budgeted.
5. Is responsible for maintaining safety standards on the job site.
6. Responsible for holding weekly safety meetings with crew or crews.
7. Takes part in the hiring process with the Account Manager.
8. Monitors crew performance and their training. Performs ongoing coaching and development.
9. Performs disciplinary actions when required.
10. Maintains and submits all job records on a daily basis for each job.
11. Works without supervision, using skills and knowledge gained by experience, industry certification, or a degree to perform Garden Services projects.
12. Operates equipment in a safe manner, observing all safety regulations as prescribed by Blanchford Landscape Contractors, Inc. and the equipment operator's manual.
13. Trains crew members on operating and maintaining trucks and equipment.
14. Reads and implements landscape and garden plans.
15. Reads and implements Blanchford Landscape Contractors Employee Manual, Safety Manual and Process Manual.
16. Participate in recruiting and advancing employees.

**Qualifications:**

1. Advanced plant identification skills
2. Advanced Disease/Insect Identification skills
3. 2 years landscape maintenance or horticultural experience.
4. Previous successful leadership experience
5. Knowledge of project budgets
6. Basic irrigation controller programming knowledge.
7. Certified Plant Professional (or earn this within an agreed upon timeframe)
8. Plan reading skills
9. Capable of maintaining and submitting all paperwork daily
10. Great, professional communication skills
11. Capable of coaching and teaching crew members
12. Degree in Horticulture or related field a plus.

**Position Statement  
for  
Crew Leader – Irrigation Install**

Job Type: Full time, seasonal

**Report to:** Landscape Operations Manager

**Required Results:** I am accountable for producing the following result:

Lead and manage crews and projects while producing Irrigation projects on time, on budget, and within the required parameters of the project.

**Duties and Responsibilities:**

1. Develops and maintains a professional relationship with the project owners, managers, our vendors and subs.
2. Schedules and orders all necessary materials, subcontractors, equipment, etc.
3. Coordinates with Manager regarding projects.
4. Produces the project within hours budgeted.
5. Is responsible for maintaining safety standards on the job site.
6. Responsible for holding weekly safety meetings with crew or crews.
7. Takes part in the hiring process with the Account Manager.
8. Monitors crew performance and their training. Performs ongoing coaching and development.
9. Performs disciplinary actions when required.
10. Maintains and submits all records on a daily basis for each job.
11. Works without supervision, using skills and knowledge gained by experience, industry certification, or a degree to perform Irrigation projects.
12. Operates equipment in a safe manner, observing all safety regulations as prescribed by Blanchford Landscape Contractors, Inc. and the equipment operator's manual.
13. Trains crew members on operating and maintaining trucks and equipment.
14. Reads and implements landscape and construction plans.
15. Reads and implements Blanchford Landscape Contractors Employee Manual, Safety Manual and Process Manual.
16. Participate in recruiting and advancing employees.

**Qualifications:**

1. Advanced Irrigation Plan knowledge
2. Advanced Irrigation repairs skills
3. Strong Irrigation Installation knowledge
4. Great Leadership skills
5. Intermediate Water Management knowledge
6. Intermediate Water Auditing knowledge
7. Basic knowledge of project budgets
8. Capable of maintaining and submitting all paperwork daily
9. Great professional communication skills
10. Capable of coaching and training crew members

# **Position Statement For Irrigation Technician**

Job Type: Full Time seasonal

Reports To: Operations Manager

**Required Results:** I am accountable for producing the following result:

Performs irrigation service and small repair projects, including but not limited to start up, troubleshooting, technical consulting with clients and BLC employees, repair, renovation, winterization. Provides profitability to BLC by being organized and prepared, minimizing callbacks, and billing or costing to a BLC project 90% of working hours.

## **Duties and Responsibilities**

1. Delivers exceptional customer service by being responsive, punctual, communicative and knowledgeable.
2. Creates accurate records of irrigation systems for Blanchford Landscape Contractor's future use.
3. Develops and maintains professional working relationships with the owners or managers of properties. Communicates promptly and regularly with clients.
4. Maintains excellent records of daily activity, turns in completed paperwork daily. Is accountable for tracking every hour of the day.
5. Coordinates with Operations Manager and property owners/managers to schedule any necessary materials, subcontractors, equipment, etc. to complete jobs within budget and on schedule.
6. Monitors assistant performance and training (if applicable).
7. Provides great value to our client by having the best tools, a full inventory of parts, outstanding technical knowledge and fully documented information about the system.
8. Maintains tools and equipment.
9. Maintains a clean, neat, and safe job site defined by Blanchford Landscape Contractor's standards.
10. Observes and complies with all safety practices and report any unsafe practices to Operations Manager,

## **Qualifications:**

3 years experience in irrigation install or service  
Great customer service skills.  
Great organizational skills  
Detail oriented.  
Ability to work independently.  
Clean driving record.

**Position Statement  
For  
Fleet and Equipment Manager**

Job Type: Part time, year round

**Reports to: Operations Manager**

**Required results:** Keeps all crews productive and safe by providing and arranging for preventative maintenance and repairs for all tools, vehicles and equipment in an efficient and timely manner.

**Duties and Responsibilities**

- 1) Coordinates with Operations Manager to prioritize work for each day.
- 2) Maintains a maintenance and repair schedule posted in the shop.
- 3) Sends out repairs to outside shops, too technical for our shop or that cannot be scheduled in a timely manner.
- 4) Provides timely and accurate paperwork.
- 5) Communicates with equipment users on scheduling work to be done and completion of repairs.
- 6) Maintains up to date, complete and accurate service and maintenance records on all vehicles and equipment.
- 7) Performs regularly scheduled safety inspections and preventative maintenance on all vehicles and equipment.
- 8) Maintains a weekly inventory of regularly used shop supplies and parts.
- 9) Assists with training on maintenance and care and use of vehicles and equipment.

**Qualifications:**

3 years experience in basic maintenance and repairs.  
Clean driving record and valid driver's license.  
Great time management skills  
Great organizational skills  
Ability to work independently

**Statement of the Position Holder:**

I accept the accountabilities of this position and agree to produce the result, perform the work, and meet the standards set forth in this position.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name

**Statement of the Position Holder's Manager:**

I agree to provide a working environment, necessary resources, and appropriate training to enable the accountabilities of this position (result, work, standards) to be accomplished.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Printed Name



**Blanchford Landscape Contractors, Inc.**  
**Employment Application**

Date: \_\_\_\_\_

**Personal Data**

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Present Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_ Other Phone (\_\_\_\_) \_\_\_\_-\_\_\_\_

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**Employment Desired**

Position \_\_\_\_\_ Date you can start \_\_\_\_\_

Rate of pay desired \_\_\_\_\_

Are you presently employed? \_\_\_\_\_ If so, may we inquire of your present employer? \_\_\_\_\_

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**Education**

Circle Highest School Year Completed     8 9 10 11 12 13 14 15 16 17 18 19

Name of school beyond High School \_\_\_\_\_

Did you graduate? \_\_\_\_\_ Vocational Training \_\_\_\_\_

Are you a veteran of Military Service? \_\_\_\_\_

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**Additional Information**

Volunteer Work \_\_\_\_\_

Special skills, licenses, or non-work related experience \_\_\_\_\_

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**Referred by:**

\_\_\_\_\_

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**Work Experience**

Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Who to Contact \_\_\_\_\_

Job Description (duties, skills, equipment used)

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Dates of employment: start \_\_\_/\_\_\_/\_\_\_ end \_\_\_/\_\_\_/\_\_\_

Reason for Leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Who to Contact \_\_\_\_\_

Job Description (duties, skills, equipment used)

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Dates of employment: start \_\_\_/\_\_\_/\_\_\_ end \_\_\_/\_\_\_/\_\_\_

Reason for Leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Who to Contact \_\_\_\_\_

Job Description (duties, skills, equipment used)

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Dates of employment: start \_\_\_/\_\_\_/\_\_\_ end \_\_\_/\_\_\_/\_\_\_

Reason for Leaving \_\_\_\_\_

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Company Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone # \_\_\_\_\_ Who to Contact \_\_\_\_\_

Job Description (duties, skills, equipment used)

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Dates of employment: start \_\_\_/\_\_\_/\_\_\_ end \_\_\_/\_\_\_/\_\_\_

Reason for Leaving \_\_\_\_\_

**References** (names of persons not related to you)

Name

Address

Phone#

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Signature \_\_\_\_\_ Date \_\_\_\_\_