
Tree Skills Instructor/Assistant Operation Manager

Summary/Objective

The Tree Skills Instructor/Assistant Operations Manager assesses team member's skill/knowledge to provide appropriate training. Assist Operation Manager with schedules, direct personnel and resources towards providing quality, cost-effective tree services to clients. They also support the Account Manager(s) in estimating, tree selection and client meetings as needed. The Tree Manager will communicate with client's tree services and benefits to promote future business.

Essential Functions

- Communicate production goals to the crew
- Monitor Quality Control
- Promote Safety practices, inspect gear
- Tool Needs- Assess equipment needs and process purchases
- Provide Training / Mentorship to employees to help meet production goals and promote individual growth
- Stump Grind/ Odds & Ends trimming/ Palm Un-banding
- Documentation (Incident Reports, submit time reports etc.)
- Data Collection as requested
- Must have a Valid Drivers' license and eligible to drive

Training

- Discuss with individual team members what their short and long-term goals are
- Evaluate team members and determine current level of skill/knowledge and comprehension of tree industry standards
- Create and update skills/goal training worksheet specific for each employee
- Track and Review with individual team members their skills/goal list and timelines
- Work One on one with team members to improve skills for continued growth and to improve efficiencies

Operations

- Track inventory levels
- Coordinate with operations manager for daily Crew assignments/scope of work/production numbers
- Attend classes, seminars, board meetings and company functions when needed
- Quality control
- Ensure safety protocol is being followed
- Customer relations
- Site/Tree Assessments

Assist With

- Scheduling
- Prepare and submit proposals
- Employee Reviews
- Employee mitigation: HR & Payroll-Assist employees with timecard and payroll questions
- Timecards: About Time Reconciliation
- Fleet Mitigation: Employees & Fleet Communication -work with fleet to address vehicle equipment needs
- occasionally attend Board Meetings
- Interviews and process terminations
- Prepare Supply/Equipment Orders

Physical Demands

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; stoop, kneel, bend to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; move, lift, and carry objects weighing up to 50 pounds;

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Position Type/Expected Hours of Work

This is a full-time position: Monday through Thursday (10 Hours/4 Days a week, some evenings and/or weekends may be required.)

AAP/EEO Statement

Caretaker is an Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.

Other Duties

- Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This employer participates in E-Verify.