

KALAGAN

OUTDOOR DESIGN

TEAM LEAD JOB DESCRIPTION

A team leader leads, monitors, and supervises a group of employees to achieve goals that contribute to the growth of the organization. Team leaders motivate and inspire their team by creating an environment that promotes positive communication, encourages bonding of team members, and demonstrates flexibility.

Roles and Responsibilities

Project Construction Management

- Working in unison with the project manager to plan, prepare and execute landscape projects.
 - Ensure that all the materials, tools and equipment needed for the job are on site or have been requested from the foreman.
 - Ensure that you are communicating with the foreman what your staffing requirements are, and that these requirements are adjusted as needed.
- Oversee all aspects of the project's execution including but not limited to the following:
 - Site commencement and scope review
 - Addressing all safety concerns
 - Site preparations
 - Site hazard mitigation
 - Installation of the project
 - Site completion, clean-up, remediation, and any necessary restoration
- Reporting
 - Complete daily reports on all sites/projects under their supervision
 - Detailed reports of all site incidents, safety concerns, and employee infractions.

Training and Onboarding

- Assist in the training of new and existing employees
 - Review our SOP's as well as our company culture and expectations

- Lead by example, ensuring that all employees are given the opportunity to participate in job site discussions, as well as ask questions openly.
- Ensure that no employee is forced to perform a task that is exceedingly outside of their comfort zone and level of knowledge.

Continuous Growth and Learning

- All employees must be open to learning new ways of doing things and be able to adapt to changes in our procedures.
- All employees are expected to participate in the creation of our SOP's and voice any concerns or questions they may have during and following their implementation.

Being a Leader

- Empower team members with skills to improve their confidence, product knowledge, and communication skills.
- Maintain accountability for the mistakes made on behalf of your team, and ensure that they receive the training and mentorship to correct these mistakes in the future.
- Ask for help and/or assistance when you are unsure of how to proceed. Being a leader does not mean that you are not still a part of a team and it does not mean that you are expected to know everything all the time.
- Maintain open lines of communication with everyone on the team. We are all here to help each other and utilize our individual skills together.
- Participate in the growth of the company as whole by participating in meetings, contributing the implementation of new procedures and promoting the company culture.

Employee Expectations from Kalagan Outdoor Design

Training

- KOD will provide adequate and ongoing training as needed and as requested
- KOD will provide training as procedures are developed and modes of installation change.
 - It is our goal to consistently be keeping up with the most current processes, as well as the use of new equipment, technologies and tools of the trade

- We want to enable our leadership team to be a part of these changes and allow them to have input as we grow and develop.

Open Communication

- Our management team; foreman, sales and project management are expected to always have their doors open and to be receptive to the input and feedback from the leadership in the field
- We take all concerns from our staff very seriously as they relate to working conditions, safety, procedures and any other voiced concerns or ideas that may arise

Positive Company Culture

- KOD aims to set itself apart from the industry and build a culture which promotes employment stability, employee satisfaction as well as opportunities for growth, advancement and participation in all aspects of the company's development.
- The opportunity for employees to learn, grown and advance is something that we take pride in and promote to the best of our abilities

A Safe Work Environment

- The safety of our employees is something that we take very seriously, not only as it pertains to working procedures but also in our ability to create an environment where our staff is comfortable sharing their ideas, views and concerns.

Fair Compensation

- We take pride in the fact that we compensate our employees fairly with competitive wages and benefit packages
 - This is something that we hope to grow on in the future and offer our team the opportunity to advance in given that they align themselves with our company culture, and participate actively in our growth

Send your resume and cover letter to info@kalaganoutdoordesign.com.

By signing below you agree that you have read and understand the above description of roles and responsibilities which are required of you as well as your expectations of KOD. It also means that you intend to perform these roles and responsibilities to the best of your abilities.

MANAGEMENT (Print and Sign) DATE

TEAM LEAD (Print and Sign) DATE