

MARK IV Enterprises is a leading residential and commercial real estate developer in the greater upstate NY area. We have provided residential and commercial property solutions for the discriminating consumer for over 50 years.

We are recruiting for a hands-on, high-energy, driven **Assistant Supervisor** for our field operations and property management division to aid in the coordination of all phases of landscape and outdoor maintenance activities.

### **Essential Duties**

- Working closely with the Field Operations coordinator, the Assistant Supervisor will help manage labor and equipment on a day to day basis,
- Direct various phases of landscape and lawn care; help oversee seasonal mowing, tree trimming, leaf and snow removal
- Understand job specifications and ensure jobs are done efficiently, safely and within specifications
- Ensure strict adherence to safety guidelines
- Dispatch assignments to field crews and follow up to ensure adherence to direction
- Train staff in proper operation and maintenance of tools and equipment (string trimmers, mowers, saws, power and hand tools)
- Monitor time and attendance; responsible for timekeeping records
- Maintain tool inventory

### **Requirements**

- 2+ years' experience in lawn care, landscaping, all phases of construction grade landscaping, and exterior maintenance
- Supervisory experience a plus
- Adept with the use of power lawn care tools and related safety requirements
- Ability to work with minimal supervision, perform heavy lifting/pushing/pulling, provide and follow verbal or written instructions
- Ability to read blueprints
- Spanish fluency a plus
- Understand OSHA requirements
- Valid NYS Driver License and own transportation
- Proficiency with scheduling and MS Office products

This is a prime opportunity to get your foot in the door with a long-standing local company. Advancement opportunities available!

We provide a competitive benefits package including health and dental insurance, life insurance, short-term disability, paid vacation, and 401(k) plan.

HOW TO APPLY: Submit cover letter and resume by email: [LShepland@MarkIVEnterprises.com](mailto:LShepland@MarkIVEnterprises.com)

