

Asset Maintenance Assistant

FLSA Status: Full-Time Non-Exempt
Company: Jay-Crew Landscape, Inc.
Reports To: Asset Manager



COMPANY OVERVIEW

Founded in 1996 and with offices in Indianapolis and Muncie, Jay-Crew provides full-service maintenance including Mowing, Landscape Maintenance, Landscape Enhancements, Lawn Care, Irrigation, and Snow Removal for commercial clients. Jay-Crew serves entities such as Industrial Properties, Office Complexes, Homeowner Associations, Retail Locations, Apartment Complexes, and Health Care Facilities. Our mission is to build lasting impressions through remarkable service on every project with a vision of being the most trusted landscape company by the clients we serve. Each decision we make is shaped by our values of Honesty, Pride, and Professionalism.

POSITION SUMMARY

The Asset Maintenance Assistant will assist with the repair and maintenance of all equipment, as well as the facility. This person must assist with maintaining a clean facility and yard area, oversee the inventory of materials and supplies, and be willing to assist other personnel as needed.

PRIMARY RESPONSIBILITIES

- Maintain a clean and organized shop/yard at all times
- Clean trucks and equipment daily
- Fuel trucks and equipment daily
- Sharpen and change mower blades daily
- Perform routine repairs and maintenance of trucks, equipment, and facility
- Maintain a safe working environment with the assistance of the company's Asset Manager
- Assure building and lot are clean and secure at the end of each day
- Perform all other duties as assigned

EDUCATION & EXPERIENCE NEEDED

- Active Drivers License with a clean driving record
- Knowledge of small tools

KNOWLEDGE & SKILLS NEEDED

- Must be able to communicate clearly with a wide range of people, including vendors and crews
- Ability to manage multiple tasks and prioritize and plan work to maximize efficiency
- Must be able to follow through on routine maintenance
- Accurate and timely completion of paperwork

SUPERVISORY RESPONSIBILITIES

None

PHYSICAL REQUIREMENT OF THE POSITION

While performing the duties of this job, the employee is regularly required to stand, walk, crouch, stoop or kneel; reach with hands and arms; talk and hear. The employee must regularly lift and move up to 80 pounds. Specific vision abilities required by this job are dictated by the Indiana Driver's License requirements.

MENTAL REQUIREMENTS OF THE POSITION

Must understand vague and implicit instructions and react favorably in all work situations; must be mentally adaptable and flexible in dealing with a variety of people. Employee must demonstrate excellent customer service and be able to answer questions in a professional and friendly manner.

WORKING CONDITIONS

Typical work week requires 40-50 hours during the busy season. The typical work week hours will fluctuate during the off-season. Position requires additional hours when necessary to complete special projects or to respond to client requests. This role includes traveling within a prescribed market area and includes work outside.

COMPENSATION

This position is full-time, and compensation includes a competitive wage and benefits plan.

The specific statements shown in each section of this description are not intended to be all-inclusive; they represent typical elements and criteria necessary to perform the duties of the job successfully. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. We are also an equal opportunity employer of individuals with disabilities and protected veterans.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT