KRAMER TREE SPECIALISTS, INC.
300 CHARLES COURT
WEST CHICAGO, ILLINOIS 60185

Job Description:	**Production Arborist – Crew Leader**
Reports to: *Production Managers*	**Department:** *Production*
Location: *Kramer Tree Specialists – West Chicago*	

The following is a list of specific duties, which are considered to be essential functions of the Production Arborist Foreman. The list is not exhaustive as all positions at Kramer Tree Specialists, Inc. are dynamic. The employee who occupies this position is expected to assume any/all duties assigned by management irrespective of whether such duties are specifically included in this list.

MAJOR OBJECTIVES:

The main objectives of the Production Arborist Crew Leader position are to coordinate and supervise field production crew members during operations for the tree production services. The Production Arborist Crew Leader reports directly to the Production Managers. Major objectives include working in conjunction with the Production Manager and the Scheduling Coordinator to provide leadership, safety compliance, training, quality control, and support for their crew. They will lead and provide daily supervision and support for their particular crew each day. Job functions would also include the effective selection and allocation of equipment and tools required for daily jobs assuring that sales and production goals for the company are achieved or exceeded. The Production Arborist Crew Leader will also be expected to maintain a positive image for Kramer Tree Specialists in the field and in the industry.

ESSENTIAL FUNCTIONS:

- Provide professional arboriculture services in accordance with ANSI A-300 pruning standards and ANSI Z133 safety standards.
- Responsible for assuring the safety and quality of the work done on each job site under your direction, including attending to the details through job briefings, quality spot site inspections, pre-trip and post-trip vehicle inspections.
- Comply and enforce all Kramer Tree Specialists policies and procedures.
- Train staff to ensure their safety while continually working towards continuous improvement of safety awareness and incident reduction.
- Conduct and participate in weekly crew meetings, safety meetings, and provide pertinent operational information, establishing work completion timelines, and equipment requirements.
- Assure that the appropriate paperwork is executed and submitted accurately and in a timely manner, including: work orders, DOT vehicle books, and other documents that are required.
- Work closely with the fleet manager, arbor supply room coordinator, and shop mechanics to assure that the proper communication for the maintenance, repair, and upkeep of crew vehicles and equipment is accomplished.

REQUISITE KNOWLEDGE, SKILLS, & ABILITIES

- The ability to lead the crew to develop creative solutions to problems that arise.
- Good communication skills, both written and verbal, in order to communicate with crew members.
- The capability to work safely and assure compliance of company and ANSI safety standards.
- Ability to lift upwards of 70 lbs. may be necessary
- Ability to communicate in both English and Spanish (preferred)

PREREQUISITES:

- At least two (2) years of tree care supervisory experience - with the proven ability to develop and work within a scheduled plan and the ability to analyze and interpret job expectations.
- At least five (5) years of tree care experience – to include tree pruning, tree removal and equipment operations.
- Certified Arborist – (preferred but not required)
- Certified Tree Care Safety Professional – (preferred but not required)
- Valid driver's license with CDL Driver Class A with air brake endorsement.

Employee Signature Date

Manager Signature Date