



2121 Hubbard Ave.
Decatur, IL 62526
217.875.1910
www.maconresources.org

Lawn Care Specialist, (Full-time and Temps), Non-exempt

GENERAL DESCRIPTION

Under direct supervision of the Lawn Care Supervisor, the Lawn Care Specialist is responsible for the timely completion of lawn care work to meet contract quantity and quality requirements and for supporting individual work skills and (re)habilitation efforts for individuals in training while meeting agency policies and procedures.

ESSENTIAL JOB RESPONSIBILITIES

1. Coordinates and completes lawn care work to meet specifications including: designated weed removal, mowing; trimming of lawns, shrubs and trees; picking up litter; seeding of bare areas; and aerification of lawns and snow removal which includes but is not limited to use of the following equipment: driving a truck with an attached trailer; operating push and riding lawn mowers; and power saws, weed eaters, garden hand-tools and snow removal equipment.
2. Completes minor preventive maintenance of all lawn care equipment including but not limited to: replacing grease/oil, tightening loose bolts, replacing belts, tapping out minor dents, spot painting scrapes, checking/correcting tire pressure, changing filters and removing/replacing blades as assigned.
3. Completes and supervises loading/unloading of all equipment with care, to avoid damage to equipment, trailers and vehicles.
4. Maintains a clean, orderly work environment including cleanup of the work area; returns all equipment, tools, and supplies to the proper storage areas; and cleans equipment by washing the exterior and removing dirt and grass; cleans vehicles and trailers.
5. Reports any disruptions in the work place and accidents or incidents within 1 - 8 working hours of their occurrence to the Lawn Care Supervisor and reports emergencies immediately.
6. Participates in timely sharing of vocational and pertinent programmatic information for individuals in training as follows:
 - a. Shares verbal information with Day/Vocational Services (DVS) staff regarding work skills and IPP; for individuals who have or are working in jobs in the Jan-Pro area.
 - b. Documents any unusual individual behaviors or circumstances within 8 work hours and keeps the Lawn Care Supervisor informed of such occurrences in a timely manner.
 - c. Assists with behavioral crisis intervention for individuals served, as needed.
 - d. Provides initial and ongoing job training with individuals served. Seeks training support from designed Vocational Services staff when the time needed for training of any individual(s) prohibits the timely completion of customer contract work. Keeps the Lawn Care Supervisor informed of training in progress and training assistance needs.



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7. Administer standard First Aid and CPR procedures on an as-needed basis, while maintaining current certification for both.
8. Drives Macon Resources, Inc. vehicle transporting individuals to and from work training services and MRI equipment to/from work sites observes all local, state, and federal laws, as well as all agency policies and procedures.
9. Assumes the responsibility to attend and complete the initial MRI training requirements (core training and job-specific training). On an ongoing basis, attends and participates in any required recertification or refresher sessions and/or other training deemed appropriate by the supervisor and/or the Program/Department Director within specified time frames.
10. Communicates, retains, and releases information (both written and verbal) on a need-to-know basis and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and Macon Resources, Inc. Policies and Procedures.
11. Practices and enforces MRI Safety Policies and Procedures and assures the safety of staff, persons/families served, agency guests, and agency property.
12. Keeps supervisor informed verbally and in writing of problems and activities within assigned area of responsibility; refers matters beyond the limit of authority and expertise to the supervisor for direction.
13. Performs special projects or other related work within the scope of the job responsibilities of this position as required or requested.

NON-ESSENTIAL JOB RESPONSIBILITIES

None

SUPERVISORY RESPONSIBILITIES

None

JOB QUALIFICATIONS

1. High school diploma or G.E.D preferred.
2. Must have 6 months experience in the lawn care field and the use of lawn care equipment.
3. Must be able to demonstrate excellent driving skills; must be 21 years of age; and must maintain a valid Illinois Driver's License and a good Motor Vehicle Record.
4. Must be able to adhere to the Safety Policies and Procedures of Macon Resources, Inc.
5. Must be able to meet the following capabilities:



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- a. repeatedly lift up to 100 pounds;
 - b. full range of mobility: push, pull, turn, balance, handle, stoop, kneel, reach;
 - c. good eyesight and vision, depth perception, color vision, eye/hand coordination, acuity-field of vision, and acuity-near; and
 - d. adequate speech and hearing to complete job responsibilities.
6. Must be able to work in the following environment:
 - a. inside and outside - hot and cold, temperature changing and in all elements of weather;
 - b. noise and vibration; and
 - c. moving objects.
 7. Must be able to safely and effectively operate lawn care equipment including push and rider mowers, power weed eaters and snow removal equipment and safely load/unload equipment, and drive a truck and pull a trailer.
 8. Must be able to complete MRI training requirements.
 9. Must be bondable.
 10. Must be able to maintain payroll, financial, personnel, and information related to persons served as confidential and in accordance with the Mental Health and Developmental Disabilities Confidentiality Act and the Policies and Procedures of Macon Resources, Inc.
 11. Must be able to assist Lawn Care Supervisor with equipment maintenance and hours used logs, contract quality inspection logs, daily hours used at contracted areas, and lawn care staff time sheets.
 12. Be able to read and understand written instructions.
 13. Must be able to communicate effectively and diplomatically in both oral and written form and be able to meet and work with the public.
 14. Be able to maintain clean, orderly storage areas, inspect finished work, and solve practical lawn care problems.
 15. Must have or be able to obtain first-aid and CPR certification within 60 days of employment and maintain certification throughout employment.
 16. Must maintain a cell telephone to coordinate job responsibilities.