

# FOREPERSON/CREW

## TYPICAL DAY

**FOREPERSON START TIME:** MOWING 7:00 a.m.  
ALL OTHER – 7:45 a.m.

- REPORT TO SHOP
- MOWER MAINTENANCE AT LEAST TWICE A WEEK.
- LOAD TRUCK OF NEEDED TOOLS NOT LOADED NITE BEFORE
- D.O.T PRE TRIP INSPECTION FILLED OUT ON BOTTOM OF DAILY JOB REPORT
- CHECK VEHICLE FLUIDS
- HELP OTHERS IF YOUR TRUCK IS READY OR CLEAN YOUR TRUCK.

**7:30 MOWING** TRUCKS LEAVE SHOP FOR JOB SITES

**8:00 ALL OTHERS**

**LUNCH -** PLEASE DOCUMENT TIME ON SLIP

**1:30 – 2:00** CONTACT STEVE AND INFORM HIM OF YOUR DAYS PROGRESS AND HE WILL INFORM YOU IF ANY CREWS WILL NEED ASSISTANCE WHEN YOU COMPLETE YOUR ASSIGNMENTS. CHECK IN ON TOMORROW'S WORK ASSIGNMENTS

**PREPARE TO LEAVE YOUR JOB SITE**

- BE SURE YOU HAVE ALL OF YOUR EQUIPMENT & TOOLS

**FUEL YOUR TRUCK IF UNDER ½ TANK INCLUDING GAS CANS/EQUIPMENT ON WAY BACK TO SHOP.**

**RETURN TO SHOP**

- **GOAL COMPLETE TODAY'S PAPERWORK, KNOW TOMORROW'S WORK ASSIGNMENT, AND PRE-LOAD TRUCK WITH TOOLS, EQUIPMENT, AND MATERIALS AT THE END OF THE DAY.**
- UNLOAD EQUIPMENT AND DEBRIS (NO TRASH IN COMPOST PLEASE)
- LOAD ANY MATERIALS & EQUIPMENT NEEDED FOR FOLLOWING DAY
- RE-ATTACH TRAILER (IF APPLICABLE) AND PARK IN YOUR DESIGNATED SPOT
- COMPLETE DAILY JOB REPORT, HAVE YOUR CREW INITIAL THEIR TIME, FILL OUT REPAIR ORDERS & D.O.T. POST TRIP INSPECTION.
- MEET WITH STEVE (IF AVAILABLE OR CALL HIM)
  - HAND IN WORKSLIP & INVOICES
  - REVIEW TODAY'S AND TOMORROW'S ASSIGNMENTS. IT IS YOUR RESPONSIBILITY TO FIND OUT YOUR WORK ASSIGNMENT FOR THE NEXT DAY BEFORE YOU LEAVE FOR THE DAY! POST ON WHITE BOARD IF NOT POSTED ALREADY

**DUMPING AT SHOP**

- COMPOST: REMOVE LITTER BEFORE DUMPING
- BRUSH: DO NOT DUMP UNTIL YOU SPEAK TO ACCOUNT MANAGER

9/5/13