

**Company Highlights:**

**Established 1969**

36+ employees

Tree Care Industry Association (TCIA) accredited since 2009

6,250 sq. ft. building on 2.09 acre secured lot, built in 2004 (CTL has one location)

ISA, NALP, TCIA technicians on staff, many with 2 and 4 year industry degrees

[www.crawfordtree.com](http://www.crawfordtree.com)

<https://www.facebook.com/CrawfordTree/>

**General Work Description:**

Direct daily operations of a 36+ person tree and estate care company in SE Wisconsin. The Director of Operations (DO) oversees the schedules of all staff including office, shop, sales, and production staff, with direct management of production staff assisted by Division Leaders. Our company provides tree care, plant health care, tree and landscape installation and landscape maintenance, all while working full time 12 months out of the year. The DO communicates primarily with production staff and sales staff when scheduling individual Work Orders and is responsible for weather decisions and project resource delegation.

**General Outline of Tasks (including but not limited to):**

- Create and send to all staff mobile phones a detailed schedule for the next workday
- Monitoring of weather
- Email Work Order's to field staff and notify clients pertaining to the next day's work
- Audit and enter Work Orders into workload aging software
- Submit Diggers Hotline ticket requests
- Order plants and materials with the assistance of the sales associate/arborist (95% softscape material)
- Preserve and improve employee relations (we are a people first company, the way we take care of staff is paramount). While this is not a formal HR position, there will be many people first associated interactions. We also have a Professional Development Director, our President, and other support staff to assist in HR
- Assist office and field staff with Work Order questions
- Site visits made as needed
- Initiating electrical service disconnects or clearance work with WE Energies (when we execute tree work near power lines)
- Expediting crews in the morning, making sure they have all they need and have clear instruction
- Meeting with sales associates/arborists to discuss unclear Work Orders and Post Job Analysis results
- Proficient in using the Microsoft Office suite of products
- Assist Safety Director (following up on incident reports, etc.)
- Communication and strategic planning with the Professional Development Director (PDD is a full time position)
- Assist in new employee orientations

**Hours:**

- Monday through Friday: 7:00am to 5:00pm\*
- Weekends: ~2 hours of working remotely from home is usually required
- Note: No working in the field, this is an office position where at times you will need to make site visits
  - \*Note: This position has some daytime office hour flexibility, when needed, for atypical personal matters

**Training:**

- CTL's current DO will onboard and train you, also maintaining availability after their exit
- Also, the existing qualified field staff, Sales team, Office Manager, President, PD Director, and Division Leaders already installed will be able assist you with service-related questions or scheduling considerations

**General Compensation:**

- 70-80K Annual Salary, based on experience and skillset (this position is not compensated hourly)
- Employer matched retirement benefit
- Paid holidays
- Paid Time Off
- Continuing Education funds
- Monthly Health and Wellness benefits
- Others unlisted

**Media:**

- Promo: <https://www.youtube.com/watch?v=IPh0KEcS1kA>
- National recognition for equipment/process development:  
<https://tcimag.tcia.org/equipment-technology/custom-built-phc-vehicle-van-tastic/>
- Company culture: <https://www.youtube.com/watch?v=0Pi-yVXvt4o>
- Other content available upon request

Aside from being the **premier tree and estate care provider in SE WI** (see our website for service area), we have built a platform for recruiting staff from out of state and have received recognition from the national private tree care industry as well, mainly due to providing regular best practice contributions and even financial support to the tree care industry in Wisconsin, and again nationwide.

**Thank you for your consideration, and please submit your resume at [jonwelch@crawfordtree.com](mailto:jonwelch@crawfordtree.com)**