



Job Sequencing

There are four parts to the job sequencing process, and these are:

DISPATCH - ROUTING - JOB SITE SEQUENCING - YARD ARRIVAL and PREP

Let's review each of these steps and how they will help to meet and beat the budget.

Step 1: Dispatch: Getting out of the Yard

Dispatch is basically coming in the yard, getting keys to the vehicle and checking in with Supervisor for any final input prior to leaving the yard. This should take no longer than 10 minutes and preferred 5-10 minutes.

All is ready for dispatch from the night before, vehicles and equipment are fueled up, any back up equipment that has been assigned is loaded, blades are sharp and any needed material and plants have been loaded the night before.

In some cases, some minimal loading may be needed in the AM

Dispatch Tips:

- You may want to leave earlier to avoid local traffic or a later start to avoid traffic and this should be decided with your Supervisor
- Verify with Supervisor the key assignments, adjustments and tasks are for the day
- Depending on number of crews leaving in AM there might be a split departure time
- If any of your team needs to use the restroom this would be a good time.
- In some companies there is coffee or a soda provided. This is also the time to load up your water jugs and ice for those locations that have heat stress conditions and policy
- A final vehicle and trailer check is completed: lights, signals, hitches and all is secured and in place.
- In some cases the crew reports directly to the job site in the AM. This would be true for larger maintenance jobs and most installation projects.
- Crews bring their lunch and drinks with them to minimize driving and stopping looking for some thing to drink or eat
- Always try and drive forward in the morning when leaving as this will minimize backing up
- If backing up is needed then a "spotter" must be used
- DO NOT leave trucks or any equipment running without being attended or occupied.
- You and your team are off to the first job if you have a route or off to the job site if you are in installation.
- Know your restroom locations
- Know your medical treatment center location if there is an accident needing attention
- Truck inspection in AM: Tires are inflated, lights work.
- All people are seated and seat belts are in place



Key Points to Know

1. How long should the maximum time be to dispatch from the yard?
2. List key items that should be loaded and secured to vehicle from the day before
3. What are some of the key points to remember in the dispatch process?
4. What needs to be checked with the vehicle and equipment prior to dispatch?

Step 2: Routing: Which way do we go?

Routing refers to which way or route you and your crew drive to the job site. The intent is to determine the best route that will get you and your team to the job site safely and in the shortest amount of time.

This will most likely mean that you go to the furthest job first and work your way back to the yard. In some areas where traffic is very heavy you may choose to work on jobs closer to the yard then as traffic thins out you can travel to the further jobs.

Routing Tips:

- Decide the best route that gets to the job safely and in the LEAST amount of time
- There should be NO STOPPING along the way to the first job to get coffee, donuts, restroom etc.

Note on getting fuel:

Decide best method, Yard Person fuels up the trucks and equipment at night upon arrival or crew leader fuels up while crew is working on the job, or crew gets fuel on route to next job.

GPS tools – mapping: Some companies may even use GPS truck routing system for this process

Key Points to Know

1. Meet with your Supervisor and agree on the fastest and safest way to each of your jobs
2. If you have a GPS mapping program know your addresses of your jobs
3. Determine the best way for you to fuel up your vehicles and equipment
4. No Stopping along the way to the jobs

Step 3: Job Site Sequencing: Who does what and in what order?

This part of the work sequence is critical and where the most productive time occurs.

Prior to arrival to the job it should be determined who will be doing what tasks and in what order.

Job Site Sequencing Tips:

- Know budgeted time to complete tasks and complete all tasks within budgeted time
- Determine who will be doing what tasks and in what order
- Park vehicle properly: unobtrusive location, close to curb, cones set up properly
- Equipment is unloaded from truck/ trailer efficiently and staged correctly
- Complete base level activities before mowing: like trash and debris removal
- Mow turf areas before cars arrive wherever possible
- Mow majority of turf area with largest machine
- Edge and detail if needed; alternate hard surface edging with soft edge every other mow
- Conduct all proper clean up
- Before departure visually inspect job for debris, left equipment, piles of debris left, burlaps etc. and remove



It might look like this:

Gardener #1: Gets dropped off at the key entrance area with nifty-nabber and trash bucket with marker flags and removes trash and debris and inserts flags to identify broken sprinklers or other issues requiring immediate attention like dead plants needing removal.

Gardener#2: Begins mowing in areas where cars park early

Foreman:

Does a site survey and determines any out of normal issues needing to be dealt with like: Trees down, water running, storm damage, vandalism etc. and makes notes or takes pictures.

Reviews key focal point areas to verify all is well, no trash, no dead plants, flower beds are cared for and deadheaded

If out of the ordinary items exist that require significant time (out of budgeted hours and effort he reports it to their supervisor)

The truck is parked coned off in the most convenient location to unload equipment or to provide source for tools equipment or to place debris. In all cases parking codes need to be considered as in red zones or handicapped areas and consideration for pedestrian traffic.

Work Order: Reviews any work orders from client or supervisor and makes sure these items are completed

Client touch point/ contact: If client is around Foreman may touch base and see if there are any items needing attention

Gardener #1: After initial trash and inspection joins Gardener #2 and performs mowing tasks, helps with edging, detail, edging

Designated Crew Members:

Perform regular routine task items and non-routine such as trimming weeding and detail

Finish and Clean Up

Foremen:

Verifies all is well and everything is cleaned up properly.

Checks all key areas before departing to next job site.

All piles, burlaps, tools, cones, equipment and crew are loaded up.

Equipment and tools are secured to assure they will not fall off during transport.

Note:

On some larger jobs the job may be broken down into service areas that get serviced on a scheduled cycle say once per month or once per week etc.

It's important that the Foreman knows the cycle of service for each job and for each area on that job.



Break-time and Lunch Time Restroom Procedure:

Know the appropriate locations for lunchtime and break-times and restrooms, Try for being as invisible to the public as possible and not be in a prominent location when taking a break or eating lunch. Remember that all sorts of people, including your customers, are watching you and your crew at any given time so make sure what they see is good and represents the company in a positive way.

Always engage and communicate in an appropriate manner with customers, the public and with your team.

Be sure to park in spots that avoid any obstruction of passage of other vehicles and especially with high pedestrian traffic.

Always know the absolutes:

What **MUST** get done when you are on site and what could wait if your time is limited? You never know when you might have a full crew or partial crew so always know what the absolutes are on each job and what can wait until the next visit.

Key Points to Know

1. What are the two main things to consider with job sequencing?
Answer (Who does what and in what order?)
2. If time is limited or you are short a player what areas or tasks should be completed?
3. Before departing a job site what should be done?
4. List in order what would you and each of your people be doing on your next job visit?

Step 4 Yard Arrival and Prep for Next Day

This part of job sequencing is critical for a good dispatch and includes the following key steps:

- Debris drop- off
- In some cases, where possible, fuel refill for vehicles and equipment
- Change blades on mowers
- Lube and oil equipment
- Get truck and trailer loaded for next day dispatch
- Truck and trailer is reviewed for any issues: see checklist
- Truck & trailer is backed into space or parked in a manner that trucks only go FORWARD in AM: use a spotter when backing up
- Load any materials and plants needed for next day
- Meet with Supervisor and give workday overview: review time sheet
- Review assignments and priorities for next day
- Go over any client work orders for next day job visits
- Put keys in designated area: lock box

Summary and Key Points to Know

1. List 5 things that need to be completed at Yard Arrival
2. What items are on the Truck and Trailer checklist: List 3
3. Where do you put the keys to the vehicle after Yard Arrival is completed?

