



Send your Job Posting to your local NCWorks Career Center

NCWorks Career Center serving your area: NCWorks - Durham County
Office E-Mail: DurhamCounty@NCWorks.gov
Office Fax No.: 919-560-3388

The State of North Carolina Employer Accounts & Job Order policy requires all employers that wish to use the NCWorks Online system have an active unemployment insurance tax account. In addition, all job postings must advertise actual W-2 type positions that are currently vacant, or will be available within 90-days, and the work be performed in North Carolina or a county that immediately borders the state. For a full description of all the requirements, please find the complete policy here:

<https://www.nccommerce.com/documents/operational-guidance-og-26-2021-employer-accounts-and-job-order-procedures>.

Tell us about this position... (Please complete ALL appropriate fields as we will not be able to post incomplete orders.)			
Is this a position related to a Foreign Labor Certification visa (H-2A, H-2B, or PERM)? <input type="checkbox"/> H-2A <input checked="" type="checkbox"/> H-2B <input type="checkbox"/> PERM <input type="checkbox"/> N/A			
Employer (Company paying the wages): Bartlett Tree Experts		Federal tax ID: [REDACTED]	
Job Title/Occupation: Ground Person		NC UI tax ID: 07-48-994	
Has a similar job order previously been posted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Is this a Remote Worksite / Work at Home type position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Main/Corporate Contact Information			
Contact Person: David Marren		Title: VP, Safety & Regulatory Affairs	
Mailing Address: 1290 E Main Street			
City: Stamford		State: CT	Zip: 06902
Phone: 203-323-1131		Alternate Phone: 704-905-1353	
Fax: 203-323-1129		Email: dmarren@bartlett.com	
Job Location/Worksite Information (if different from above)			
Job Location Contact Person: Jason Loflin		Title: Administrative Assistant	
Physical Address: 5808 Triangle Drive			
City: Raleigh		State: NC	Zip: 27617
Phone: 919-687-0776		Alternate Phone: 919-782-7803	
Fax: 704-588-4824		Email: jloflin@bartlett.com	
Job Details			
Display your company name on the Job Order (make it publicly available to jobseekers)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (No will require staff follow-up.)			
Are there any fees, upfront costs, or out-of-pocket expenses expected from an applicant seeking this position? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Number of Positions: 19		Keep Job Order Open Until: 03/11/2024	
Number of Referrals Desired: 9999			
Type of Job:			
<input type="checkbox"/> Regular <input checked="" type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Volunteer <input type="checkbox"/> Contract [Length: month(s)/year(s)] <input checked="" type="checkbox"/> Full-Time (30+ hours) <input type="checkbox"/> Part-Time (<30 hours) <input type="checkbox"/> Full and Part-Time Positions <input type="checkbox"/> As Needed (PRN)			
Compensation and Hours			
Do you wish to hide wage info from applicants? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Hiring range? Minimum Pay: \$17.41 Maximum Pay: \$17.41 (MIN AND MAX are required)			
Basis of salary/pay: <input checked="" type="checkbox"/> Hour <input type="checkbox"/> Day <input type="checkbox"/> Week <input type="checkbox"/> Month <input type="checkbox"/> Year <input type="checkbox"/> Quarter <input type="checkbox"/> Other - specify:			
Pay comments: <input type="checkbox"/> Depends upon Experience <input type="checkbox"/> Commission only <input type="checkbox"/> Piece rate <input type="checkbox"/> Salary + Commission			
<input type="checkbox"/> Salary + Sign-On Bonus <input type="checkbox"/> Salary + Tips <input type="checkbox"/> Salary + Bonus <input type="checkbox"/> Per Diem only <input checked="" type="checkbox"/> Will discuss with applicant			
Hours per week? <input type="checkbox"/> Not specified <input type="checkbox"/> Vary <input checked="" type="checkbox"/> Are Specific (# per week = 40)			
Shift: <input checked="" type="checkbox"/> Day <input type="checkbox"/> Evening/Swing <input type="checkbox"/> Night/Graveyard <input type="checkbox"/> Rotating			
<input type="checkbox"/> Split <input type="checkbox"/> Flexible <input type="checkbox"/> Other (Specified in Job Description)			

<p>Job Description</p> <p>Please provide a detailed job description of the position (including any specialized skills required).</p>	<p>1) Bartlett Tree Experts is located at 5808 Triangle Dr, Raleigh, NC 27617, phone: 919-687-0776.</p> <p>2) Nineteen Ground Persons are needed for temporary, full-time employment.</p> <p>3) 19 positions available for temporary full-time Ground Persons to begin working April 1, 2024 and continue through December 1, 2024, working 40 hours weekly during standard day shift 8am to 4pm Monday thru Friday at \$17.41 or higher per hour, with overtime offered regularly at \$26.12 or higher per hour. No education or prior experience or training is required, including no on-the-job training needed, as clear and simple instructions are provided at work.</p> <p>Ground Person duties include ground-level pruning and trimming and hedging, all at ground level; also raking and digging and weeding and planting and watering and chipping too; also applying protective mulch and fertilizer; also collecting and hauling out debris, and loading/unloading crew vehicles. Ground Persons observe for any shrub or hedge problems and inform crew leaders. The position is entry-level and non-agricultural. Ground Persons attend a daily Safety Briefing. This job order is being placed in connection with an H-2B labor certification filing.</p> <p>4) The geographic area of this job is Raleigh, North Carolina and elsewhere in Wake County, with work performed at multiple residential and commercial worksites, also at times around Durham and Orange Counties too. We leave each day for worksites from our Raleigh headquarters.</p> <p>5) Pay is \$17.41 or higher per hour.</p> <p>6) Optional overtime is offered regularly at \$26.12 or higher per hour.</p> <p>7) No on-the-job training necessary. Supervision and guidance are provided to Ground Persons directly on the job by skilled Crew Managers. Ground Persons do not supervise any staff.</p> <p>8) Bartlett Tree Experts uses a single workweek as its standard for computing wages due.</p> <p>9) Employees will be paid each week on Friday. Payment is unconditionally free and clear.</p> <p>10) Bartlett Tree Experts does not provide housing.</p> <p>11) Bartlett Tree Experts will make all paycheck deductions required by law and only deductions required by law, such as income tax and social security; no other deductions are made from the worker's paycheck.</p> <p>12) Bartlett Tree Experts will reimburse workers who complete 50 percent of the work period covered by this job order the cost of transportation and daily subsistence and lodging FROM THE PLACE from which the worker has come to work</p>
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for the employer, whether in the U.S. or abroad to the place of employment.

13) Bartlett Tree Experts will provide or pay for the worker's cost of RETURN TRANSPORTATION and daily subsistence from the place of employment to the place from which the worker, disregarding intervening employment, departed to work for the employer if the worker completes the employment period or is dismissed for any reason before the employment period ends.

Where a worker must travel TO OBTAIN A VISA so that the worker may enter the to come to work for Bartlett Tree Experts, the employer will pay for the transportation and subsistence costs of that part of travel too. The amount of transportation reimbursement will be equal to the most economical and reasonable common carrier for the distances involved. The amount of money that the worker will receive for daily subsistence will be at least \$15.46 per day during travel to a maximum of \$59.00 per day with receipts.

14) Bartlett Tree Experts provides daily transportation to job sites. Job crews leave from the Raleigh headquarters for job-sites each day. If a worker cannot get to the headquarters, he/she can be picked up at home by the work crew, and returned home the same day. No other travel is required.

15) Workers will be reimbursed in the first workweek for all visa, visa processing, border crossing, and other related fees, including those mandated by the government (except passport fees).

16) Bartlett Tree Experts will provide workers at no charge or deposit all tools, supplies, and equipment required to perform the job.

17) Please inquire about the job opportunity or send applications and/or resumes, indicating availability, at the nearest state career-center, such as NCWorks - Durham County, 1105 S. Briggs Avenue, Durham, NC 27703, Phone: 919-560-6880, Fax: 919-560-3388, Email: DurhamCounty@NCWorks.gov, re: Job # provided by SWA.

18) Bartlett Tree Experts guarantees to offer work for hours equal to at least three-fourths of the workdays in each 12-week period of the total employment period.

Job Application Method

Check all the methods that individuals may use to apply for this job.

Apply via NCWorks Online (which will require follow-up by Employer via NCWO):

☐ Provide a NCWO Resume ☐ Provide a NCWO (Generic) Application ☒ At local NCWorks Career Center

Apply **directly** to employer via:

☐ Phone ☐ Fax ☐ In Person ☐ Email Resume ☐ Mail Resume

☐ Via Company or application Website (include <http://> or <https://>)

Any specific application instructions or details to share with candidates?

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Education, Licenses, and Certifications

Minimum age of applicants to this position, if any? none	
This minimum age is due to the following: not applicable	
<input type="checkbox"/> Alcohol	<input type="checkbox"/> Hazardous work/materials involved
<input type="checkbox"/> Insurance	<input type="checkbox"/> Other (Specified in Job Description)
<input type="checkbox"/> Hours of Work	<input type="checkbox"/> Special Program/Category
<input type="checkbox"/> Bonding	
Minimum education required, if any? none	
Minimum months of prior experience required, if any? none	
Occupational License/Certification Required? Specify: none	
Is job accessible by public transportation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Driver's License Required? <input type="checkbox"/> Yes (private operator) <input type="checkbox"/> Yes (CDL) <input checked="" type="checkbox"/> No	
If required, specify:	Driver's License Type: <input type="checkbox"/> Class A <input type="checkbox"/> Class B <input type="checkbox"/> Class C
	Endorsements: <input type="checkbox"/> Class H <input type="checkbox"/> Class N <input type="checkbox"/> Class P <input type="checkbox"/> Class S <input type="checkbox"/> Class T

