

## Michele Mays Campbell

---

**From:** Michele Mays Campbell  
**Sent:** Wednesday, July 27, 2022 2:55 PM  
**To:** h2b.joborders@nccommerce.com  
**Subject:** H-2B job order request for Superior Landscape Services, Inc.  
**Attachments:** JobOrderFormAttachment\_Sup\_Land.docx; NC Job Order Form\_Superior.doc

**Importance:** High

Dear North Carolina SWA:

Attached please find the H-2B job order form and attachment on behalf of Superior Landscape Services, Inc. , sent in anticipation of the upcoming submission of a related U.S. DOL Application for Temporary Employment Certification for H-2B workers. The job order should remain offline/pending until a Notice of Acceptance is issued by the DOL. Once accepted, the job order must remain active until 21 days prior to the employment start date.

Please contact the employer agent for all matters concerning this H-2B job order:

Employer Agent: MAS Labor H2B, LLC, PO Box 507, Lovingson, VA 22949  
Phone: (434)263-4300  
Fax: (434) 263-4700  
E-mail: mmays@maslabor.com

Thank you,

**Michele Mays Campbell**

SENIOR CASE MANAGER

---



**T:** (434) 263-4300 x 1128  
**E:** [mcampbell@maslabor.com](mailto:mcampbell@maslabor.com)

**MAS Labor H2B, LLC**  
400 Front Street / P.O. Box 507  
Lovingson, VA 22949  
[maslabor.com](http://maslabor.com)

**FAX IT!**

Send your Job Posting to your local  
Workforce Career Center



Workforce Office serving your area:

Date: \_\_\_\_\_

Office E-Mail:

Office Fax No.:

<b>Tell us about this position...</b> (please complete ALL sections, as we will not be able to post incomplete orders)		
Company Name: Superior Landscape Services, Inc.		Federal I.D. [REDACTED]
Job Title: Grounds/Maintenance Specialist		
Is this a new job posting? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Has a similar/identical job order previously been submitted for this occupation? <input type="checkbox"/> Yes* <input checked="" type="checkbox"/> No
* If yes, may a staff member contact you regarding an expedited means of posting similar positions? Please indicate your contact information below and fax this form back to the Workforce Office. <input type="checkbox"/> Yes <input type="checkbox"/> No <i>(The remaining form need then only indicate CHANGES from the previous order.)</i>		
<b>Main/Corporate Contact Information</b>		
Contact Person: Krista K. Smith		Title: President/Owner
Mailing Address: P.O. Box 1307		
City: Kannapolis		State: NC Zip: 28082
Phone: (980) 722-4116		Alternate Phone:
Fax:		Email: ksmith@superiorlandscapeservices.com
<b>Job Location Information</b> (if different from above)		
Job Location Contact Person: Same as above		Title: Same as above
Physical Address: 720 Kannapolis Parkway		
City: Concord		State: NC Zip: 28027
Phone: Same as above		Alternate Phone:
Fax:		Email: Same as above
Display online to job seekers? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No - Please note that this job will not be displayed in online job search results and job seekers will NOT be able to apply directly online to this job. Only staff will be able to view the job and make referrals.		Display your company name? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Have our staff screen your applicants? <input type="checkbox"/> Yes - If yes, require the applicant to meet the staff member that is screening? <input type="checkbox"/> Yes; <input type="checkbox"/> No <input checked="" type="checkbox"/> No		
Career Readiness Certification Required: <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold <input type="checkbox"/> Platinum <input checked="" type="checkbox"/> N/A		
Occupational Licenses/Certifications Specify: N/A <input type="checkbox"/> Required <input type="checkbox"/> Preferred		
<b>Complete the following section only if this is your first time posting a job with NCWorks Online or information has changed.</b>		
<b>How would you like DWS to contact you?</b>		
<input type="checkbox"/> Internal Message (through NCWorks Online)		<input checked="" type="checkbox"/> Email
<input type="checkbox"/> Text Message Notification (If Available)		<input type="checkbox"/> Text Message (If Available)
		<input type="checkbox"/> Fax
<b>Company Information:</b>		
Industry Title: 561730 Landscaping Services		No. of Employees: 1-100
<b>Type of Employer:</b>		
<input checked="" type="checkbox"/> Private Sector		<input type="checkbox"/> State Government
<input type="checkbox"/> Federal Government		<input type="checkbox"/> Local Government
<input type="checkbox"/> International/Foreign Gov.		<input type="checkbox"/> Non-Profit
		<input type="checkbox"/> Education (Higher) <input type="checkbox"/> Education (K-12)
<b>Job Details</b>		
Number of Positions: 6	Keep Job Order Open Until: 09/24/2022 <i>(Cannot exceed 60 days without notifying Workforce Office)</i>	Number of Referrals Desired: Unlimited
<b>Type of Job:</b>		
<input type="checkbox"/> Regular		<input checked="" type="checkbox"/> Temporary
<input type="checkbox"/> Seasonal		<input type="checkbox"/> Volunteer
<input checked="" type="checkbox"/> Full-Time (30+ hours)		<input type="checkbox"/> Contract [Length: month(s)/year(s)]
<input type="checkbox"/> Part-Time (<30 hours)		<input type="checkbox"/> Full and Part-Time Positions
		<input type="checkbox"/> As Needed (PRN)

<p align="center"><b>Job Summary</b></p> <p>Please provide a <b>detailed</b> job description of the position (including any specialized skills required).</p> <p align="center"><b>(PLEASE PRINT)</b></p>	<p>Grounds/Maintenance Specialist. 6 temporary/full-time positions with Superior Landscape Services, Inc. from 10/15/2022 - 12/3/2022. Landscape or maintain grounds of property using hand or power tools or equipment. Workers must be able to perform a variety of tasks without close supervision, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking. Must exercise independent judgment; may be asked to demonstrate tasks to other employees but position does not include supervision of other workers. Must lift/carry 50 lbs., when necessary. The standard work schedule is from 7:00 AM until 4:00 PM, Monday through Friday. Saturday and Sunday work required, when necessary. Requires three months of previous landscape experience. (Continued on attachment).</p>
---	---

**Hiring Requirements**

Check hiring requirements for this job, if any:  Drug Test  Background Check  Credit Check  
 Reference Check  Motor Vehicle Record Check  Other - specify:

Testing Requirement:  Employer will perform  Other Source will perform testing

Provide a brief description of the testing being performed and the collection method(s): Post-hire random, post-accident and upon suspicion of use drug testing required of foreign and domestic workers.

**Education, Licenses, and Certifications**

Minimum age of applicants to this position, if any? N/A

This minimum age is due to the following:  
 Alcohol  Hazardous work/materials involved  Hours of Work  
 Insurance  Other (Specified in Job Summary)  Special Program/Category  Bonding

Minimum education required, if any: N/A

Minimum months of prior experience required, if any? 3 months

Is job accessible by public transportation:  Yes  No

Driver's License Required:  Yes (operator)  Yes (CDL)  No

Driver's License Type Required:  Class A  Class B  Class C  N/A

Endorsements:  Class H  Class N  Class P  Class S  Class T  No Endorsements Required

**Compensation and Hours**

Hiring range (required)? Minimum Pay: \$16.50 Maximum Pay: \$16.50 Display to Jobseekers?  Yes  No

Basis of salary/pay:  Hour  Day  Week  Month  Year  Quarter  Other - specify:

Pay comments:  Depends upon Experience  Commission only  Salary + Commission  
 Piece rate  Salary + Tips  Salary + Bonus  Per Diem only  Will discuss with applicant

Hours per week?  Not specified  Vary  Are Specific (# per week = )

Shift:  Day  Evening/Swing  Night/Graveyard  Rotating  Split  Other (Specified in Job Summary)

**Benefits Offered**

Please list benefits that you plan to offer to the incumbent, if any: Benefits not specified

**Job Application Methods Accepted**

Check the methods that individuals may use to apply for this job:  
 Provide a NCWORKS Online Resume (recommended)  Provide a NCWORKS Online Application  At nearest Workforce Office  
 Directly to employer via:  Phone  In Person  Email Resume  Mail Resume

Via Company Website [http:// Email: ksmith@superiorlandscapeservices.com](http://Email:ksmith@superiorlandscapeservices.com)

**Additional Information**

Is this a Green Job?  Yes  No

Are you a Federal Contractor?  Yes  No

Does a court ordered affirmative action plan require posting this job order?  Yes  No

Does this job order require security clearance?  Yes  No

**FAX IT!**

**Send your Job Posting to your local  
Workforce Career Center**



Is this a mandatory job order being filed in connection with an application to the Department of Labor to employ H-2B, temporary non-agricultural, guest workers in the United States?  Yes  No  Not Specified

Are there any fees, upfront cost or out-of-pocket expenses associated with this job listing for an applicant seeking to fill this position? **In order for an employer to use NCWorks Online, no fee may be charged to a job applicant.**  Yes  No

NC Dep't of Commerce - Division of Workforce Solutions  
Request for H-2B Job Order

**ATTACHMENT FOR Superior Landscape Services, Inc.**

**JOB SUMMARY continued:**

Employer pays in advance or reimburses workers in the first workweek for all government-mandated and visa-related fees (excluding passport fees). For non-local workers (i.e., residing outside normal commuting distance), employer will reimburse inbound travel costs not already paid in advance no later than upon completion of the first half of the contract (the 50 percent point). Inbound travel includes transportation costs from worker's permanent residence or place of recruitment to the place of employment, a daily subsistence for meals, and reasonable lodging costs, if applicable. Subsistence reimbursements based on rates specified in the Federal Register (currently \$14.00 per day minimum, or \$59.00 per day maximum for workers with acceptable receipts). Transportation reimbursements based on worker's actual cost, not to exceed the most economical common carrier transportation costs for distances involved. Employer provides or pays outbound travel costs to same workers upon completion of the contract period or early dismissal, except where the worker has subsequent employment.

Employer guarantees to offer hours equal to at least three-fourths of the workdays in each 6-week period of the total contract period, beginning with the first workday after the worker arrives at the place of employment and ending on the contract end date or any extension thereof. Employer may count all hours worked, as well as any hours offered within the standard work schedule that a worker chooses to not work, up to the maximum number of daily hours on the job order.

Workers who voluntarily abandon employment are not entitled to payment for outbound travel costs or the full three-fourths period guarantee described above.

Employer will provide without charge company-specific uniform and all tools, supplies and equipment necessary to perform duties assigned.

JOB LOCATION: 720 Kannapolis Parkway, Concord, NC 28027 and multiple worksites within York(SC), Rowan(NC), Mecklenburg(NC), Lincoln(NC), Iredell(NC), Gaston(NC), Davie(NC), Davidson(NC), Catawba(NC) and Cabarrus(NC) counties. Employer provides incidental transport between job sites.

WAGE INFORMATION: Wage rate is no less than \$16.50 per Hour. Overtime hours vary at: \$24.75 per Hour. Raises and/or bonuses may be offered to any worker in the specified occupation, at the company's sole discretion, based on individual factors including work performance, skill, and tenure. A single workweek will be used to compute wages due. The payroll period is weekly. Workers are paid by check on Friday. Employer will offer 40 hours per week. Employer may offer more than the stated work hours, depending on weather, business needs, and other conditions. Extreme heat, cold, rain, or drought may affect exact working hours. Employer makes all payroll deductions required by law. Employer does not envision other workforce-wide payroll deductions.

REFERRAL INSTRUCTIONS: State Workforce Agencies (SWAs) may only refer for employment individuals who have been apprised of all the material terms and conditions of employment and who are qualified and will be available for employment. The actual employment offer is at the sole discretion of the employer. Referrals will be accepted from the SWAs, directly from applicants, or from other sources. Applicants must possess documentation required to enable the employer to comply with the employment verification requirements of IRCA.

To apply, email resume to Superior Landscape Services, Inc. at [ksmith@superiorlandscapeservices.com](mailto:ksmith@superiorlandscapeservices.com), inquire at nearest Career/Workforce Cntr, or send resume to NCWorks Career Center - Cabarrus, 845 N. Church St., Ste. 201 Concord, NC 28025, phone (704) 786-3183.