

# Lawn Care Foreman

**Reports to:**  Owner  Administration  Field Operations Manager

## **Job Summary:**

The Lawn Care Foreman is responsible for performing a variety of work tasks in order to manage the successful completion of lawn care service contracts in accordance with company policy and standard operating procedures and contract specifications. The lawn care foreman performs and supervises a crew of laborers in the performance of specified lawn care tasks, as well as provide daily progress documentation of labor, equipment, and materials data.

## **Key Qualities:**

- High quality focus (customer service, performance and product, detail oriented)
- Supervisory capabilities
- Strong work ethic
- Effective comprehension and communication skills (both verbal and written)
- Team player
- Responsibility and dependability
- Ethics and integrity

## **Job Duties:**

- Plan and manage the loading/unloading of trucks and trailers in the AM and PM including all daily labor, equipment and materials required to complete daily objectives
- Perform lawn care tasks including, but not limited to, lawn mowing, trimming edges, lawn amendment and pesticide application, and lawn repair
- Operate lawn care equipment including, but not limited to, vehicles, string trimmers, mowers, blowers, spreaders, spray equipment, mechanical aerators and dethatchers
- Wear appropriate personal protective equipment at all times
- Supervise the work of crew members to ensure proper safety, quality, and productivity
- Inspect all work for quality to eliminate the need for return visits and/or re-work due to quality or customer satisfaction issues
- Train crew members on proper and safe job methods
- Conduct daily inspections and maintenance on vehicles, tools, and equipment
- Assist in other work-related duties including shop and yard maintenance, vehicle and equipment maintenance, and the performance of landscape construction and/or maintenance tasks
- Complete and submit all required paperwork on a daily basis, including: daily time and service record forms, equipment daily inspection forms, attendance tracking, requests for time off, etc.
- Complete documents in an accurate, legible, and timely manner
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas
- Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company PPE standards

- Comply with all company policies and regulations
- Work in accordance with all local health and safety laws and regulations
- Communicate with customers in a polite and courteous manner

**Requirements:**

- Significant experience in the landscape/construction industry
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective comprehension and communication skills – must be able to carry out verbal instructions, read labels and signs, complete simple reports, report progress to foreman
- Time management skills
- Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
- Ability to work both independently with little supervision, and as part of a team
- Ability to walk, stand, crouch for long periods of time and carry out strenuous physical tasks
- Valid driver's license and safe driving record
- Ability to pass a DOT medical exam
- Ability to work with hand tools, power tools, small engine equipment, and materials
- Ability to lift a minimum of 50 lbs. repeatedly through an entire work shift
- Ability to work in a fast paced environment
- Requires good manual dexterity
- Excellent stamina is required

**Work Conditions:**

- Work near heavy equipment and other vehicles on a regular basis
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold

**Compensation:**

- Salary or wage: commensurate with experience
- PTO
- IRA
- Health Insurance

**Schedule:**

- Seasonal: April-December
- Full Time
- Regular 40-50 hr. Monday-Friday schedule plus occasional weekend work