

Landscape Maintenance Foreman

Reports to: Owner Administration Field Operations Manager

Summary:

The Landscape Maintenance Foreman is responsible for performing a variety of work tasks in order to manage the successful completion of landscape maintenance service contracts in accordance with contracted specifications and company policy and standard operating procedures. The landscape maintenance foreman performs and supervises a crew of laborers in the performance of specified job tasks, as well provides daily documentation of labor, equipment and material data.

Key Qualities:

- High quality focus (customer service, performance and product, detail oriented)
- Supervisory capabilities
- Effective comprehension and communication skills (both verbal and written).
- Strong work ethic
- Team orientation.
- 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 landscape maintenance tasks including, but not limited to, cleanups, lawn edging, planting, transplanting, fertilization, mulch application, weeding, and plant pruning.
- Operate power equipment including, but not limited to vehicles, blowers, string trimmers, mowers, power shears, and chainsaws.
- 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 lawn care tasks
- Wear appropriate personal protective equipment at all times.
- Complete and submit all required documentation 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 standard operating procedures.
- 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/ horticulture 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, communicate instructions to team, communicate progress to administration.
- Time management skills.
- Knowledge of specific materials, methods, tools and equipment required to complete various landscape/ horticultural 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:

- Full Time
- Year Round
- Variable schedule: expected 40-50 hr. weekly schedule during height of season, under 40 hr. weekly during off season

