

Landscape Construction Foreman

Reports to: Owner Administration Field Operations Manager

Job Summary:

The Landscape Construction Foreman is responsible for overseeing all on-site aspects of landscape construction projects. The Landscape Construction Foreman performs a variety of work tasks in order to manage the successful completion of landscape construction projects in accordance with contracted specifications and company policy and standard operating procedures. The landscape construction foreman performs and supervises a crew of laborers in the performance of specified job tasks, as well provides daily documentation of labor, equipment, and materials 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 player
- Excellent problem solving abilities
- Responsibility and dependability
- Ethics and integrity

Job Duties:

- Manage the execution of construction projects, planning labor requirements, equipment requirements and material deliveries and timing to ensure completion of job(s) within desired timeframes.
- Manage safety, quality and productivity of work at sites and/or shop/yard.
- 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
- Assist in the preparation of jobsites prior to the beginning of a project
- Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew
- Delegate job tasks to appropriate crew members to assist in the completion of landscape constructions
- 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 on-site training of new employees and employees in new positions, regarding company health and safety policies and standard operating procedures
- Load and unload materials, tools, and equipment required to complete landscape construction projects

- Transport materials using shovels, wheelbarrows, carts, dollies, and hand lifting/carrying
- Perform landscape construction including drainage, turf, garden bed, hardscape (walls, patios, walkways, driveways, etc.), landscape accessory, water feature installation and repair
- Apply and grade aggregate products such as fill, loam, mulch, and gravel
- Dig ditches or trenches
- Install plants
- Mix, pour, and spread concrete
- Operate various tools and equipment, including: trucks, blowers, compactors, jackhammers, laser levels, measurement equipment, shovels, rakes, wheel barrows, hammers, drills, etc.
- Read and interpret blueprints, structural drawings, and specifications to perform work activities
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis
- Read and interpret blueprints, structural drawings, and specifications to complete work activities
- Meet with subcontractors and supervise quality, efficiency, and deadlines
- Perform other work-related duties including shop and yard maintenance, vehicle and equipment maintenance, and the performance of landscape maintenance and lawn care tasks
- 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 lawn care 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.
- 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
- Enforce and work in accordance with all local health and safety laws and regulations at shop/yard and on jobsites
- 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, communicate instructions to team, complete daily reports to office and/or customers
- 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
- MA hoisting license or ability to obtain
- 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: 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