



JOB DESCRIPTION: FOREMAN

DEFINITION

The Foreman is the non-exempt, supervisory Landscape Maintenance job classification responsible for performing various gardening skills, ensuring efficient business processes at the job level, and demonstrating suitable leadership principles that maximize crew morale, efficiency, and productivity.

ESSENTIAL JOB FUNCTIONS

- **SAFETY**
 - Maintains tools and equipment to ensure safety; attends safety meetings; wears proper PPE; wears seat belt when traveling in a company vehicle; demonstrates proper lifting procedures; wears over-the-ankle boots; follows all safety policies/reporting procedures.
- **PUNCTUALITY, ATTENDANCE, AND APPEARANCE**
 - Shows up to work each day on time; completes all tasks within time expectations; adheres to company dress code policy; wears clean clothes to work each day; follows inclement weather policy and sick leave reporting procedures.
- **ADVANCED SUPERVISION**
 - Motivates the crew to achieve performance goals; is a strong role model, trainer, and coach; applies customer service principles to exceed expectations; does not permit the usage of unsafe equipment or tools; completes forms (e.g., timecard, vehicle inspection) correctly.
- **FIELD OPERATIONS MANAGEMENT**
 - Manages plant materials at the job site (e.g., preparation, planting, clean-up); decides color beds for a change out; handles chemicals (e.g., fertilizer, pest control, MSDS) properly; monitors irrigation controllers; can repair main lines up to 3"; demonstrates staking procedures correctly.
- **JOB QUALITY**
 - Understands the relationship between job quality and customer service, satisfaction, and retention; demonstrates a strong application of the Quality Counts Program; consistently reaches "The Zone (i.e., score of 85-90).
- **JOB SEQUENCING**
 - Maintains a strong yard departure routine; clarifies expectations to the crew members; ensures all job tasks are performed in accordance with company protocol; monitors the arrival to the yard efficiently (e.g., vehicle parking, unloading debris, storing tools); debriefs with Account Manager.
- **INTERPERSONAL SKILLS**
 - Treats others with respect, collaboration, and support in such a way that work relationships are improved and morale is increased.

EDUCATION/EXPERIENCE REQUIREMENTS

The successful candidate should possess at least two (2) years of professional landscape and grounds management experience equivalent to that shown above.

PHYSICAL CHARACTERISTICS

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; stoop, kneel, bend to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; move, lift, and carry objects weighing up to 50 pounds; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range.

WORKING CONDITIONS

Work is predominately outdoors, exposed to varying temperatures, weather conditions, and noise levels; exposure to dust, pesticides, herbicides, grease, oils, dust, fumes, and electrical currents.