

Landscape Crew Foreman

Position Summary

With the guidance of the Landscape Coordinator, oversees the efficient operation and installation of landscape designs while operating within the limitations of the landscape budget and policies. Is expected to work in co-operation with Landscape Design Department, Plant Production Department, and Equipment Department, with customer satisfaction as top priority.

Regularly Assigned Duties & Responsibilities

PRIMARY DUTIES:

1. Responsible for on-site supervision of crew assignments and work.
2. Maintain accurate records of crew travel time, equipment hours, and installation time, etc., and reports information to landscape coordinator on a timely basis.
3. Reviews drawings and estimates with coordinator in advance in order to help determine upcoming job requirements.
4. Oversees the loading and unloading of trucks to insure proper materials, supplies and equipment for the job are available.
1. Train employees under his/her direction.

SECONDARY DUTIES:

1. Assist in every day operation of Landscape Department.
 - a. Digging of Nursery stock
 - b. Load customers purchases
 - c. Pot bare root stock for Retail Stores
 - d. Un-load trucks arriving with new stock
 - e. Make deliveries of merchandise sold.
2. Equipment maintenance
3. Snow removal
4. Other duties as assigned by Landscape Coordinator

Independent Decision Making Requirements

1. Ability to recognize and meet customer's desires and to complete customer satisfaction.
2. Ability to reflect a positive attitude toward customers and fellow workers
3. Work at a productive rate.
4. Make decisions of benefit to customers and company to generate sales or carry out company policy.
5. Be able to adjust schedules according to equipment availability, weather, personnel, or other resource variations.

Sources of Guidance Available

1. Landscape designers and coordinators guidance, training, and special on the job assistance.
2. Special seminars and training sessions for product and personal skill development.
3. Foreman's manual.

Job Requirements

1. Ability to read blueprints.
2. Ability to operate, repair (minor), and maintain landscape equipment.
3. Ability to manage people and delegate responsibility.

4. Have a valid driver's license and be able to drive large trucks (standard & automatic transmission) and also a truck with 20 ft. trailer combination.
5. Ability to repeatedly lift 100 lbs. using proper lifting techniques and move up to 200 lbs. using proper technique.
6. Have good communication skills.
7. Be able to evaluate priorities of job routines.
8. Have some experience and understanding of plants and their maintenance.
9. Have some construction background.

Normal Work Environment

1. Excessive noise from power equipment, saws, etc. (personal protective equipment available).
2. Extreme temperature conditions according to outside weather conditions.
3. Exposure to chemicals and insecticides.

Physical Effort Required

1. Heavy repeated lifting required.
2. Repeated stooping, climbing, bending, and reaching required.

Employee may be assigned other duties by store manager or department manager, at other times when their department or job is not operating or during down season.

This job description is intended to serve as a guide to overall job assignments and as a tool to be used in establishing a sound rate of pay for work performed.

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It should be borne in mind that a certain amount of overlapping of duties between jobs is necessary if complete departmental efficiency is to be attained. If therefore, because of the necessary overlapping, an employee in another job classification is asked to perform certain duties, listed in this job classification, it should not necessarily be construed to mean he/she is performing this overall job.