



PRO-SCAPE LANDSCAPE

Grounds Maintenance Foreman

Reports to: Owner Division Supervisor Operations Manager

Summary:

The Grounds Maintenance Foreman is responsible for performing a variety of work tasks in order to manage the timely completion of grounds maintenance service contracts. The grounds maintenance foreman will be required to supervise a crew of laborers and operate a variety of tools and equipment to carry out specified job tasks, as well provide daily progress reporting on job time and cost data.

Core Capabilities:

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Team work
- Excellent problem solving abilities
- 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
- Cut grass, trim edges, clean up refuse, blow trimmings, and perform other lawn care duties
- Operate power equipment including, but not limited to, lawn tractors, lawn mowers, line trimmers, blowers, hedge trimmers, pruning saws, sod cutters, chain saws, and snow blowers
- 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 job-related duties including construction projects, shop and yard maintenance, vehicle and equipment maintenance
- 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



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- 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:

- High School Diploma, GED or equivalent
- Minimum 3 years' experience in the landscape/grounds maintenance industry
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective communication skills – must be able to carry out verbal instructions, read labels and signs, 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

Work Conditions:

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