



FOREMEN JOB DESCRIPTION

The Supervisor/Crew Leader/Member is responsible for safely and efficiently producing quality landscape service that meets or exceeds the standards of clients and management. Some experience in lawn care is helpful but not required. Work includes managing a small crew by prioritizing projects, assigning work tasks, using equipment, maintaining records, monitoring work quality and work schedules, insuring crew safety, training employees, and providing performance feedback. The employee leads and participates in performing various landscaping and horticultural functions, building maintenance tasks, and equipment operation. Employee is responsible for procurement of materials, work orders and record-keeping for each project. Work subjects the employee to inside and outside environmental conditions, extremes in temperatures, and hazards associated with equipment operation including fumes, oils, gases and mists. Work is supervised by the Prestige Landscaping Lawn Care & Maintenance Supervisor for adherence to instructions and established standards. Duties include but are not limited to:

DUTIES & JOB RESPONSIBILITIES:

- Lead crew & participate in performing in a wide variety of maintenance tasks
- Preparing trucks for the day
- Prepare and secure all materials, tools and equipment for the next day
- Load gas cans, mowers & other equipment onto Prestige Landscaping Lawn Care & Maintenance trucks/trailers & securing all equipment
- Instruct employees in proper work methods & standards; monitor crew work quality; insure adherence to time schedules & safe work practices; provide performance feedback & input into performance reviews
- Safely operate equipment with all necessary personal protective equipment
- Mow turf using various mowers
- Edge grass at curbs and walkways
- Blow leaves & clippings
- Prune shrubs & trees as needed & clear debris
- Pull weeds as needed
- Clean site & monitor for trash, limbs & rocks
- Plantings and Flower installations
- Prep soil & plant material properly
- Apply mulch appropriately
- Water plant material correctly
- Edge beds or establish new bed edges
- Perform maintenance on equipment
- Unload equipment from Prestige Landscaping Lawn Care & Maintenance trucks/trailers
- Wash equipment & trucks/trailers
- Change equipment blades & oil
- Clean air filters & grease machines
- Ensure that all crew members are punctual & follow company rules & procedures
- Train crew members to do job effectively & efficiently
- Maintain & correctly use issued personal protective equipment & promote safe working conditions in the field at all times
- Conducts & documents safety tailgate meetings weekly with the crew
- Maintain a clean, neat & professional image of service vehicle & trailer & ensure crew members maintain professional image
- Ensure all assigned equipment, tools, safety items, vehicles & trailers or other items are maintained in proper working order
- Able to maintain all jobs to bid specifications
- Maintain client satisfaction to ensure jobs are renewed
- Monitor all irrigation controllers on sites requested to do
- Responsible for utilizing forms & procedures etc.; track of time, duties & keeping notes
- Ability to understand & follow oral instructions/read & interpret document
- Perform landscape maintenance on properties

PREPARING TRUCKS FOR THE DAY:

- * Load gas cans, mowers & other equipment onto Prestige Landscaping Lawn Care & Maintenance trucks/trailers & securing all equipment
- * Maintain & correctly use issued personal protective equipment

PERFORM LANDSCAPE MAINTENANCE ON PROPERTIES:

- * Safely operate equipment with all necessary personal protective equipment
- * Mow turf using various mowers
- * Edge grass at curbs & walkways
- * Blow leaves & clippings
- * Prune shrubs & trees as needed & clear debris
- * Pull weeds as needed
- * Clean site & monitor for trash, limbs & rocks

PLANTINGS & FLOWER INSTALLATION:

- * Prep soil & plant material properly
- * Apply mulch appropriately
- * Water plant material correctly
- * Edge beds or establish new bed edges

PERFORM MAINTENANCE ON EQUIPMENT:

- * Unload equipment from Prestige Landscaping Lawn Care & Maintenance
- * Wash equipment & trucks/trailers
- * Change equipment blades & oil
- * Clean air filters & grease machines

JOB REQUIREMENTS

- Candidate should be a motivated team player
- Must possess strong leadership skills
- Must possess strong communication skill required for customer interaction
- Possess professionalism--assuring customer service, respect & satisfaction
- Must be knowledgeable in the operation & maintenance of equipment
- Must have a strong sense for the safety of themselves & those around them
- Must have a valid driver's license & good driving record
- Must be able to pass required pre-employment drug screen
- Must be knowledgeable of turf, plants & flowers
- Must be able to safely perform heavy lifting/pushing/pulling of various landscaping equipment & materials, including but not limited to backpack blowers, large containers of mulch/plant material, various sizes of lawn mowers, etc
- Must be able to safely operate hand & power equipment, including but not limited to manual & powered sawing & cutting equipment
- Ability to leverage 80 lbs. of a walk behind mower over curbs
- Ability to lift & carry up to 50 lbs.
- Ability to lift branches & limbs
- Ability to push, pull, grip & squeeze various tools, products and/or items (ex. pruning)
- Ability to walk up to 10 miles a day, sometimes uphill & on uneven terrain, often while carrying, pushing, or pulling equipment, materials or debris
- Ability to bend & kneel up to 9 hours or more a day
- Ability to spray various pesticides/herbicides
- Ability to use hand saw
- Ability to work various hours & may exceed 12 hours per day
- Ability to work in extreme weather conditions (heat/cold/precipitation)
- Noise level may be loud at times & use of ear plugs may be required
- Must be willing to get license for Chemical Applications & complete Continuing Ed course if requested

