

JOB DESCRIPTION

TITLE	Landscape Construction Crew Leader		
LOCATION	Northern Colorado Area	SALARY / WAGE	
STATUS	Full Time, Non-Exempt Position	SALARY GRADE	
RELEVANT WORK EXPERIENCE	2 years minimum residential and/or commercial landscape construction experience	REPORTS TO	Landscape Construction Foreman

JOB SUMMARY

The Landscape Construction Crew Leader is responsible for assisting the Landscape Construction Foreman in leading a landscape crew of up to 8 members to implement landscape projects throughout Northern Colorado. Will assist Foreman with keeping accurate records, promoting job worksite safety, providing excellent customer service, and exhibits pride and quality workmanship.

ESSENTIAL DUTIES

- Work closely with Foreman in the installation of landscape projects.
- Always represent the company's best interest, maintain the highest level of integrity and professionalism.
- Maintain a clean job site, orderly and stocked equipment trailer.
- Must be willing and able to manage and instruct team to produce an excellent and profitable product in the absence of the Foreman.
- Assist with teaching and training team members to ensure proper procedures and processes are followed and ensure quality of work is achieved.
- Maintain and care for company equipment, tools and vehicles.
- Assist Foreman with forecasting equipment, labor and material needs to ensure efficient production when needed.
- Assist with directing, overseeing and participating in work performed by the team. This is a very hands-on position and requires this person to perform any task asked of the team. You will be expected to work alongside them.
- Understand and meet production and project schedule deadlines without sacrificing great customer service or excellent quality.
- Assist Foreman with completing project documentation in an organized and timely manner when requested.
- Collect, review, sign off and submit team timesheets by the required deadline only in the absence of Foreman and as requested.
- Attend training classes and seminars as requested by management.
- Perform other tasks or projects as assigned / instructed by Foreman.

REQUIREMENTS

- 2 years minimum residential and/or commercial landscape construction experience.
- Must have a valid driver's license with clean DMVR and current auto insurance coverage.
- Must be self-motivated and possess strong leadership skills.
- Must be professional in appearance and actions.
- Must be detail oriented and quality driven.
- Must be well organized with strong communication skills and ability to multi-task.
- Must have the ability to think proactively, plan ahead and problem solve assisting Foreman with minimizing disruption, errors, risks and keeping project on-task, within budget and on-time.
- Absolute essential ability to work independently or as part of a team.
- In the absence of the Foreman or as instructed, must take ownership of the team, their work and own the responsibilities of making sure things are done accurately and to the complete satisfaction of the customer. This includes returning to job site at the end of the day to make sure tasks were completed according to the project schedule and according to the plan design. If not, take ownership and action to ensure these are corrected in a timely manner.
- Previous project management experience organizing and managing all design and landscape and irrigation projects from inception to completion preferred.

SUPERVISION

This position does not have direct supervisory duties. As an assistant to the Foreman, the expectation is to assist with overseeing and directing the work as instructed and in the absence of the Foreman. Foreman will perform actual supervisory duties including performance, disciplinary and documentation management.

ADA

Physical demands require constantly moving, walking, stooping, kneeling, crouching or crawling. Frequently ascends/descends a ladder to perform work. Frequently operates machinery and will use hands/fingers and legs to operate, activate, use, prepare, inspect, place, detect and position materials. Frequently required to stand and walk, lift and/or move up to 50 to over 100 lbs. with assistance. Specific vision abilities required include close vision, depth perception and the ability to adjust focus. Constantly required to communicate with ability to talk and hear. Job will

require constantly working outdoors in all types of weather conditions and exposure to elements. This can include heavy to moderate noise, extreme proximity to moving equipment or machinery, proximity to electrical energy, exposure to tools and machines used in construction industries.

QUALIFICATIONS

TYPE	MINIMUM	PREFERRED
EDUCATION	High School Graduate, GED	
PROFESSIONAL LICENSES / CERTIFICATIONS	Landscape Construction Industry Certification	
SOFTWARE		
OTHER		
VEHICLE	Own vehicle with current insurance or ability to legally operate one of our vehicles and clean DMVR	
DRIVER'S LICENSE	Valid with current insurance and clean DMVR	

DISCLAIMER

The preceding job description has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this classification. It may not contain a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to do this job. By signing below, I have read and understand the duties and qualifications to perform this position with or without reasonable accommodation. I also understand that the employer reserves the right to change these duties from time to time as business needs require and this is not considered all inclusive.

EMPLOYEE _____ DATE _____