

JOB DESCRIPTION

TITLE	Landscape Construction Foreman		
LOCATION	Northern Colorado Area	SALARY / WAGE	
STATUS	Full Time, Exempt Position	SALARY GRADE	
RELEVANT WORK EXPERIENCE	4 years minimum residential and/or commercial landscape construction experience required	REPORTS TO	President

JOB SUMMARY

The Landscape Construction Foreman is responsible for leading a landscape construction crew of up to 8 members to implement landscape projects throughout Northern Colorado. This person will be responsible for keeping accurate records, promoting job worksite safety, providing excellent customer service, and exhibits pride and quality workmanship.

ESSENTIAL DUTIES

- Work closely with President, Operations/Office Manager and Landscape Designer.
- 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.
- Lead and instruct team to produce excellent and profitable product.
- Teach and train team members to ensure proper procedures, processes and quality of work are followed and achieved.
- Maintain and care for company equipment, tools and vehicles.
- Forecast equipment, labor and material needs to ensure efficient production.
- Direct, oversee and participate in work performed by your team. This is a very hands-on position and requires this person to perform any task they would ask their team to do. You will be expected to work alongside them.
- Understand and meet production and project schedule deadlines without sacrificing great customer service or excellent quality.
- Complete project documentation in an organized and timely manner.
- Collect, review, sign off and submit team timesheets by the required deadline.
- Attend training classes and seminars as requested by executive management.

REQUIREMENTS

- 4 years minimum residential and 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 be proactive, plan ahead and problem solve to minimize disruption, errors, risks and keep project on-task, within budget and on-time.
- Absolute essential ability to work independently or as part of a team.
- Must take ownership of their 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.
- Strong project management experience organizing and managing all design and landscape and irrigation projects from inception to completion.
- Must have a strong understanding and experience reading and interpreting landscape and irrigation plan specifications, technical procedures and processes and in accordance to county and city governmental regulations.
- Strong communication skills, both verbal and written.
- Ability to work under pressure, adaptable to changing priorities and without supervision.
- Ability to work overtime, weekends, and possibly, although rarely, holidays should the workload warrant.
- Prefer someone with horticulture, landscape and irrigation background.
- Crew Management experience.
- Landscape industry certification is a huge plus.

SUPERVISION

This person will have supervisory duties including directing and overseeing work performed by their team, preparing required documentation, training, disciplinary and performance 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 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 _____