

Job Description

Position Foreman

The Foreman at H-D is the driving force in field production and crew management. He/she is responsible for the quality completion of jobs and is held accountable for the tasks as delegated to them by the project's Field Supervisor/Project Manager. During snow season, this work also includes clearing and maintaining property clear and free of snow and ice through use of snowplows, hand shovels, blowers, and ice melting products.

Essential Duties and Responsibilities include the following, other duties may be assigned.

Leadership and Supervision of Crews

- Must have/carry pruners at the start of each day and ensure laborers have pruners as well.
- Lead members of a production crew to demonstrate safe and efficient landscaping practices and equipment use.
- Direct the work of onsite laborers as specified by Field Supervisor.
- Train laborers in the correct way to perform tasks and continually check on their progress.
- Give feedback on the crew's performance and suggest ways to improve.
- Address issues with laborers promptly and report rule violations immediately to supervisor.
- Serve as a first line communicator to field staff, communicating company information to crews while supporting and advancing company values and standards.
- Supports laborers in their career endeavors, recommending employees for promotion and/or advancement.

Production

- Create a daily plan of action to organize tasks to complete jobs effectively and within the allotted time.
- Communicate job requirements to crew before beginning work emphasizing special needs of clients.
- Assign tasks and determine needed equipment and/or materials for the day.
- Ensure that the trailer, truck and equipment are in proper and safe working condition at the end of the day and for use the following morning.
- Keep supervisor informed of progress issues, etc. throughout the day and recommend reasonable adjustments to plan necessary to complete daily goals, seek clarification as needed.
- Keep equipment clean and orderly.
- Communicate any needs expressed directly by the client to the field supervisor to help ensure client satisfaction.
- Promote and carry out Company's values of quality and productivity at all times.

Administration

- Using appropriate software, accurately enter daily crew hours ensuring that crew time and materials are charged to correct cost codes. Complete all required job reports.
- Report all truck, trailer or equipment damage immediately to the field supervisor and follow up with shop staff appropriately that day.
- Follow all safety and work conduct rules and ensure that staff is doing the same.
- Keep abreast of industry trends and developments.
- Keep informed of Company news and developments and communicate same to staff.

Production Safety

- Promote the safe and efficient use of equipment, trucks and trailers, advancing a culture of safety at all times.
- Maintain a safe work site by instructing crews how to use tools and equipment, how to handle materials and what safety equipment is necessary when performing tasks.
- Report any injuries or property damage immediately to the supervisor.

Education and/or Work Experience

Minimum two seasons of full-time landscaping experience of which one was in a supervisory position. This supervisory requirement will be waived for internal applicants who otherwise meet the minimum requirements for this position. Must have a valid Class C driver license within 30 days of hire and meet insurance company guidelines for driving. Other licenses and/or certifications may be required per contract specifications.

Knowledge, Skills and Abilities

Demonstrated skill in the use of basic landscaping gas and 2 cycle-engine handheld equipment, commercial grade mowers and in operating a heavy dump truck with a tow-behind trailer. Basic understanding of horticulture practices such as planting and maintenance of perennials, weed identification, pruning etc. Ability to effectively manage personnel. Skill in using the required time entry software. Ability to communicate effectively in English, both orally and in writing.

Physical Requirements

Require moving one's whole body, such as in climbing, lifting, kneeling, balancing, walking, stooping, and repeatedly bending, where the activities often also require considerable use of the arms and legs, such as in the physical handling of materials; Requires stamina to exert one's self physically over long periods of time; Must be able to move or handle material generally weighing 0-50 pounds. May be exposed to pesticides and other hazardous materials; Outside work with regular exposure to outside weather conditions.

_____ Signature

_____ Date