

Foreman/Supervisor – Landscape Construction

Reports to: Owner

Summary:

The Landscape Construction Foreman/Supervisor is responsible for overseeing all on-site aspects of landscape construction projects.

Core Capabilities:

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Teamwork
- Excellent problem-solving abilities
- Responsibility and dependability
- Ethics and integrity

Job Duties:

- Manage the execution of construction projects, planning labor requirements, equipment requirements and material deliveries and timing to ensure completion of job(s) within project deadlines
- Manage safety, quality and productivity of work at sites and/or shop/yard
- Assist in the preparation of jobsites prior to the beginning of a project
- Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew of 2 to 4 employees
- Delegate job tasks to appropriate crew members to assist in the completion of landscape constructions
- Participate in recruitment activities by conducting secondary interviews with potential job candidates
- Conduct on-site orientations with new employees and employees in new positions, which cover all company health and safety policies, practices, and procedures
- Operate various tools and equipment, including: heavy equipment, chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc.
- Assist in the construction of walkways, fences, decks, posts, etc.
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis
- Read and interpret blueprints, structural drawings, and specifications to delegate/complete work activities
- Meet with subcontractors and supervise quality, efficiency, and deadlines
- Complete and submit all required paperwork on a daily basis, including: daily site meeting logs, crew daily forms, equipment daily inspection forms, attendance tracking, time and materials billing summaries, requests for time off, etc.
- Comply with all company policies and regulations
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas
- 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
- Enforce and work in accordance with all local health and safety laws and regulations at shop/yard and on jobsites

- Employee training
- Communicate with customers in a polite and courteous manner

Requirements:

- High School Diploma, GED or equivalent
- Minimum of 5 years' experience in the landscape/construction industry
- Capable of operating required equipment and tools in a safe and responsible manner
- Effective communication skills (both verbal and written)
- Ability to work under pressure and tight deadlines
- Time management skills
- Ability to read and interpret blueprints and specifications
- Must possess a valid driver's license
- Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
- Speak, read, and write English
- Carry and use a smart phone or data-enabled device for communication and reporting

Work Conditions:

- Ability to work with hand tools, power tools, small engine equipment, heavy 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
- 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