



JOB SUMMARY: A Senior Landscape Foreman oversees various landscape and landscape architectural projects, as well as performs routine maintenance jobs as needed and assigned. Additionally, the Senior Landscape Foreman will work with diverse clients/customers and assisting with the coordination, implementation, and management of projects, working alongside other crew members.

ESSENTIAL RESPONSIBILITIES

- Effectively communicate, both verbally and written, and engage and interact with diverse clients/customers.
- Address and maintain necessary project paperwork and payroll documentation.
- Read, understand, and interpret various business contracts, project specifications, and landscape plans.
- Properly use and maintain company cellphone.
- Proactively address, receive, and send emails received from company staff members, crew members, and clients/customers.
- Accurately order, purchase, and track materials with vendors.

JOB DUTIES

- Maintain punctual, regular and predictable attendance.
- Work collaboratively in a team environment with a spirit of cooperation.
- Display excellent communication skills including presentation, persuasion, and negotiation skills required in working with clients/customer and crew members, including the ability to communicate effectively and remain professional, calm and courteous under stress/pressure.
- Respectfully and willingly takes direction from supervisor/manager.
- Complete other duties/tasks as needed/assigned.

SUPERVISORY RESPONSIBILITIES

- Adhere to and lead crewmates with respect to company rules and safety procedures.
- Accurately prepare and submit timesheets for payroll.
- Track, maintain and record all job-related materials.
- Track and monitor expenses and turn in purchase receipts for each client/customer project.
- Ensure company safety procedures and reports are being completed, administered and followed.

QUALIFICATIONS

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 5 years of general landscape construction experience.

- Must be able to operate heavy equipment used on the job and have a driver's license, along with a clean driving record.
- Ability to use, operate and maintain a Track-hoe, Mini Track-hoe, Rc60, Rc50, Mt85, Sod Cutter, Wet Saw, Concrete Saws, Jumping Jacks, and Trenchers, preferred.
- Knowledgeable of plants, shrubs and trees used in the region is strongly preferred.
- Ability to use levels and transits to establish grades.
- Ability to make decision involving surface grades to control the flow of surface water.
- Ability to interact with clients/customers, selling/up-selling landscape services is preferred.
- Open to learning new skills and be trained on how to use various equipment and tools.

EDUCATION

- High School Diploma and/or G.E.D. strong preferred but not required.
- Prior/current educational knowledge of landscape construction or design/architecture strongly desired.

LANGUAGE SKILLS

- Ability to converse/communicate (in verbal and written form), read, and interpret information and documentation in English.

COMPUTER SKILLS

- Ability to learn and work with computers is preferred but not required.

REASONING ABILITY

- Ability to make practical and sound decisions that relate to both business and project needs, goals and expectations.

CERTIFICATES, LICENSES, REGISTRATIONS

- DOT Certification.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Lift and/or carry, standing or in bent posture, 80lbs for up to 5 consecutive hours.
- Push and pull, standing or in bent posture, 100lbs for up to 2 consecutive hours.
- Carry or push, bulk loads in bags and wheelbarrows, 80lbs for up to 5 consecutive hours.
- Excavate by hand tools for up to 5 consecutive hours.
- Load/unload materials from trucks, trailers, and wheelbarrows, 80 lbs. for up to 2 consecutive hours.
- Participate in 2-man work, for the same tasks as listed above, 150lbs in partnership, for up to 5 consecutive hours.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This position requires the ability to be able to work outdoors and in all weather conditions.