

Job Title:
Jr. Foreman

Job Description:

The Landscape Jr. Foreman is responsible for installation and management of landscape and hardscape projects. The foreman is responsible for completing landscape and hardscape installations with precision and business minded efficiency.

Salary: \$20–\$26/hr

Essential Functions:

- Direct activities on the job site, including but not limited to: coordinating work flow, hands on work, and operating a variety of machinery and power tools;
- Manage personnel effectively and efficiently;
- Communicating production goals (and other items) with crew members, management, and clients;
- Train and promote the development of team members in the best practices of installation and company standards;
- Monitor and report all tools, equipment and machinery for needed maintenance;
- Track and record all job expenses, including but not limited to materials labour and equipment hours;
- Develop and/or implement strategies that positively contribute to greater efficiency in production and high quality results;
- Maintain a clean and safe job site at all times;
- Other duties as required;

Responsibilities:

- Reports for duty at the designated location on time each day;
- Follows directions from management;
- Interacts with clientele in order to help ensure job satisfaction;
- Maintain clean and safe job site;
- Supervises all crew members during the performance of all assigned work;
- Ensures that all installation work is performed in accordance with industry and company standards;
- Ensures that each crew member is trained appropriately for each designated job assignment;
- Performs administrative functions pertaining to crew management;
- Communicates well with all crew members, management and clients;
- Facilitates and participates in all job site safety briefings and progress meetings with crew members;
- Ensures that all crew members utilize all required personal protective equipment;
- Ensures that all safety rules and company safety policies are adhered to;
- Participates in all safety training sessions offered, asks questions, and improves job safety skills;
- Monitors all tools equipment and machinery for needed maintenance and ensures all equipment safety and maintenance procedures are followed;
- Track and record all job expenses and hours worked accurately;

Requirements & Capabilities:

- 3+ years' experience in landscape construction or equivalent field;
- Extensive knowledge and experience in installing a variety of hardscape applications;
- Punctual, dependable and leads by example;
- Highly motivated, self-driven individual with unwavering attention to detail;
- Goal oriented and outcome focused in the decision making process;
- Good verbal and written communication skills;
- Good time management skills with the ability to prioritize and multitask;

- Able to work effectively with individuals of differing knowledge and background and maximize available assets (team members, contractors, vendors and clients);
- Proficient heavy equipment operating skills including front end loaders, mini-excavators, and skid steer machinery with various attachments; other construction equipment as needed;
- Basic knowledge of perennials, shrubs, evergreens, and trees including identification and cultural requirements;