



## JOB DESCRIPTION

<b>Position:</b> Foreman	<b>Dept:</b> Maintenance
<b>Supervises:</b> Crew Members	<b>Reports to:</b> Field Supervisor
<b>Approved by:</b> Human Resources Dept.	<b>Effective Date:</b> 02/2024
<b>Job Summary:</b> <i>The Foreman at Christy Webber Landscapes 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. During the snow season, this work also includes clearing and maintaining property clear and free of snow and ice using snowplows, hand shovels, blowers, and ice melting products. <b>Must have pruners on the first day of work.</b></i>	

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

### Leadership and Supervision of Crews

- Lead members of a production crew to demonstrate safe and efficient landscaping practices and equipment use.
- Direct the work of onsite Crew Members as specified by Field Supervisor.
- Train Crew Members 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 Crew Members 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.
- Must have/carry pruners at the start of each day and ensure Crew Members have pruners as well.
- Support Crew Members 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.
- Always promote and carry out the Company's values of quality and productivity.
- Keep abreast of industry trends and developments.



### **Production Safety**

- Promote the safe and efficient use of equipment, trucks, and trailers, advancing a culture of safety always.
- 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.
- 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.

### **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.