

# Job Description



## Position: Installation Crew - Foreman

**Reports to:** Owner

### **Summary:**

The Installation Crew Foreman is responsible for overseeing all on-site aspects of landscape/hardscape construction projects within the allotted scope of time.

### **Core Capabilities:**

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Team work
- Excellent problem solving abilities
- Responsibility
- Dependability (i.e-attendance and timeliness)
- 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 job sites prior to the beginning of a project
- Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew of 1 to 3 additional 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 & patios, walls, fences, decks, posts, landscape plantings, etc.
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis
- Read and interpret construction plans, 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., that are applicable to the current project
- 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

Initial: \_\_\_\_\_

- 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 and clean 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
- Must show discipline to use smart phone ONLY for business purposes while clocked in for work
- Must be able to pass random drug testing
- Must possess **and** maintain installer certification status through ICPI for pavers
- Must possess **and** maintain installer certification status through NCMA for retaining walls

**Work Conditions:**

- Ability to work with hand tools, power tools, small engine equipment, heavy equipment, and materials
- Must be willing to travel
- Ability to lift a minimum of 50 lbs. repeatedly throughout an entire work shift
- Ability to work in a fast paced environment
- Excellent stamina is required
- Must possess the ability to work and adapt to various job site conditions
- 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

**Acknowledgement/Acceptance:**

I, the undersigned, understand the requirements that come with this position and acknowledge that failure to show the ability to comply with these requirements may lead to my termination or demotion and is at the sole discretion of my superior I report to. I also understand that there will be a period of 30-60 days to demonstrate my capacity for this position. Should I not be found capable for this position, other possible positions *may* be explored.

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Employee Name (Please Print)

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Date

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Employee Signature

Initial: \_\_\_\_\_

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Superior Name (Please Print)

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Date

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Superior Signature

Initial: \_\_\_\_\_