

Landscape Maintenance Foreman

We currently have a full time position available for Maintenance Field Foreman in the East Valley. This is a non-exempt position is responsible for performing a variety of unskilled and semi-skilled landscape tasks.

ESSENTIAL FUNCTIONS

- The examples of functions listed in this job description are representative, but not necessarily exhaustive, of any one position in this job classification. Management may assign other functions not listed herein at its sole discretion.
- Field crew working Foreman who will direct a landscape maintenance crew with a scheduled maintenance route
- Schedule and assign daily tasks to crew and ensure tasks are completed to customers' expectations
- Monitor sites and provide recommendation for improvement to Supervisor
- Oversee and maintain safe working conditions, conduct safety tail-gate meetings, ensure proper personal protective equipment is being used, correct equipment techniques and road side safety adherence
- Maintains tools and equipment to ensure safety
- Constantly promote and adhere to company policies and procedures
- Ensure the job meets or exceeds job budget and customers' expectations
- Finishes the work efficiently thereby improving gross margin
- Review and approve crew member timecards
- Process daily/weekly timecards, employee change forms, vacation request, reviews
- Recommend new hires and terminations to Supervisor
- Understanding of basic hand and/or power tools or equipment to direct a wide range of landscape and irrigation duties Understanding of plant vegetation, grads, digs, and DG
- Follows directions from Supervisor
- Thinks ahead and completes tasks efficiently
- Demonstrates the ability to work independently
- Communicates well with others using basic English or Spanish
- Provides excellent service (e.g., accurate, complete, and timely) to clients, work-site partners, and company staff in a courteous and efficient manner
- Other duties assigned by management

EDUCATION

High School diploma, GED or at least 5 years related work experience two years prior landscape experience

KNOWLEDGE, SKILLS, AND COMPETENCIES

Safe work practices; proper operation of light landscape equipment and tools; various plants and their proper care; proper watering techniques; soil preparation and conditioning; PPE; basic mathematics; company customer service objectives, norms, and strategies. Valid driver license, and clean motor vehicle record. Bilingual English/Spanish a plus.

Skills:

Use and maintain hand tools (e.g., pick, shovel, rake, broom) properly and safely; use all PPE as required; plant various types of vegetation (e.g., trees, shrubs, and ground cover) properly; work independently; communicate and follow directions appropriately; time management to show up for work punctually and complete tasks efficiently; communicate using basic English; work well with others; and provide excellent customer service by ensuring clients/ needs are fulfilled in an accurate, complete, and timely fashion by demonstrating courtesy, efficiency, and professionalism.

Competencies:

Safety: Performs all job functions safely; complies with all safety policies, procedures, and standards (e.g., PPE, proper lifting, wears seat belt when in a vehicle); reports all safety-related incidents to supervisor immediately; attends all safety meetings. **Punctuality, Attendance, and Appearance:** Shows up to work each day on time; completes all tasks within time expectations; adheres to company dress code policy; wears clean clothes to work each day; follows inclement weather policy and attendance policy and procedures. **Customer Service:** Consistently exceeds customer expectations by working efficiently and ensuring that all job quality standards are met; maintains a pleasant, positive, and professional disposition to all customers; is friendly at all times. **Interpersonal Skills:** Treats others with respect, collaboration, and support in such a way that work relationships are improved and morale is increased; communicates well with others.

ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the functions required by this job classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the functions of this job classification, on a case-by-case basis.

Frequently stand, walk, or crouch on narrow and/or slippery surfaces; stoop, kneel, bend to pick up or move objects; walk for long distances and on sloped ground and uneven surfaces; move, lift, and carry objects weighing up to 50 pounds; normal manual dexterity and hand-eye coordination; corrected hearing and vision to normal range.

SPECIAL NOTES, LICENSES AND CERTIFICATIONS

Must have a Valid Driver's License



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Language: Though not required, bilingual English and Spanish skills are desirable.

Working Conditions: Work is predominately outdoors, exposed to varying temperatures, weather conditions, and noise levels.

Introductory Period: Incumbents appointed to this job classification serve an introductory period of 90 days.

This employer participates in E-Verify and Drug Testing.
Caretaker is a drug free and Equal Employment Opportunity (EEO) employer and welcomes all qualified applicants.