



Tender Lawn Care - Job Description

Ornamental Landscape Foreman

Role Description:

Is a vital member of the field labor team by: carrying out all tasks related to maintaining attractive, functional, ornamental landscapes and related to snow clearing, removal and salting as directed by his/her supervisor; being accountable for his/her assigned jobs, vehicles, equipment and assisting other team members as directed. The ornamental landscape foreman (OLF) works under the direction of the department team leader. The OLF is responsible for 1-2 additional people on their crew. All responsibilities are to be carried out in a professional, efficient & organized manner.

Skill Requirements / Education / Work Experience:

Skill:

- Strong desire to perform landscape maintenance and related work
- Ability to correctly complete assigned tasks in a timely manner and dedicated to producing quality work.
- Able to effectively communicate in English (verbal and written).
- Detail orientated.
- Strong organizational skills.
- Ability to work independently & with a team.
- Math skills (basic) addition, subtraction, multiplication, division
- Computer Skills (basic) familiar with Microsoft Office applications
- Pesticide Applicators License (PAC) – Category 3B (ornamentals) & 6 (right of way) and experience applying pesticides. And / or obtain a PAC within 4 weeks of hire.
- Commercial Drivers License (CDL) Class A ‘combination’ and with Air Brakes. Possesses or required to obtain one at employee’s expense, within 8 weeks of hire.
- Proficient driving / operating skills for commercial landscape trucks, trailers, power equipment and hand operated equipment knowledgeable in use and maintenance of.
- Ornamental landscape power and hand held equipment – knowledgeable in use of and maintenance of.
- Lead, monitor and supervise a crew
- Technical skills include pruning of ornamental trees & shrubs, perennial maintenance, chemical and manual weed control, understands landscape design intent and able to diagnose and solve common landscape problems.
- Able to complete jobs within budgeted hours.

Education / Experience:

- College degree in horticulture or a certificate / diploma from a Vocational / Technical program and completed a 1 year internship. Or a minimum of 2 years experience as a crew foreman in a landscape or landscape maintenance company.

Daily:

- Sets daily goals with department leader for work quality, efficiency and productivity.
- Keeps and submits accurate time records for all work performed and turns in completed work sheet / records everyday.
- Visually inspect the customer's property and communicate additional maintenance needs / opportunities to customer & / or TLC office.
- Communicate with customers, vendors and TLC office.
- Maintain the proper tools and material inventory on work truck & trailer.
- Keeps vehicle, trailer, equipment and work environment in good repair and in a safe condition. Takes corrective action to remedy problems and / or finds help to remedy unsafe conditions.
- Adheres to and follows pesticide labels and laws.
- Ensures worker safety in all situations including the application of pesticides.
- Mentors / teaches those he/she is working with.

Weekly:

- Properly maintain vehicles, trailers and equipment.
- Inform department leader when product inventory is running low.

Other:

- Help other departments as needed or assigned
- Follow TLC policies and procedures
- Keep up to date on laws, pesticide labels and industry practices
- Enhance working knowledge

Personal Responsibility:

- Consistently models the characteristics of the ideal foreman by:
- Successfully performs all jobs assigned.
- Consistently meets company goals for quality standards and completing jobs within budgeted hours.
- Informing your supervisor of your decisions, activities, and plans of action as required.
- Seeks assistance as needed and readily admits mistakes so appropriate measures can be taken.
- Maintains an excellent driving record.
- Reports all traffic violations, accidents, etc. that affects their driver's license. Events that occur at work and on personal time.
- Accepts and acknowledges responsibility for their own actions.
- Willing and able to do what it takes to get the job done without being asked.
- Promotes the policies and procedures of TLC and their department.

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