Kelly Services along with its Dearborn based Landscaping customer is seeking qualified candidates for a Grade A Foreman. Our Grade A Foreman’s are responsible for the completion of the weekly maintenance of assigned Grade A (lawn) sites as specified in landscape contracts. Grade A Foreman supervise and take responsibility for assigned crew. They perform required maintenance agreement specifications which are not limited to mowing, trimming, edging and weeding of each particular site. The Grade A Foreman is a full time, long term, year round positions that offers paid time off, paid holiday and benefits.

Our landscaping customer provides a number of landscaping services to approximately 140 properties and serves over 160 clients in the Dearborn and surrounding areas. Our services include Landscaping, exterior property maintenance, building services, and interior plantscapes and land services.

**Shift:** 3pm-11:30pm Sun-Thurs.

**PRIMARY DUTIES:**
1) Responsible for the safety, supervision and training, of assigned Grade A crew. Instruction is achieved by familiarity with safety guidelines, equipment manuals, video tapes, hands-on training, and experience.
2) Responsible for the daily and weekly general maintenance of assigned Grade A equipment. Assigned equipment and trucks will be kept neat and clean. Reporting of all equipment breakdowns or problems should be promptly routed to the Shop Supervisor.
3) Foreman will be required to fill out time sheets and site sheets daily, including times and material used for that day. These reports include all employee time and material that are assigned to the appointed crew.
4) Foreman will be required to be a Certified Pesticide Applicator Categories: 3A, 3B, 6 ) and receive a CDL A with the State of Michigan within 60 days of date of hire.
5) During winter operations, Foreman must be available for snow removal and/or salting and sidewalk snow removal operations 24 hours a day, unless prior arrangements have been made and approved by management.
6) Foreman will be responsible to report to Supervisor any equipment malfunctions, breaks, or misuse of safety guidelines, the same day as they are noticed.
7) Foreman must communicate on a daily basis with Supervisor as to the status of their sites overall appearance. This must be done before shift and also at end of day.
8) Must be willing to take on additional duties and/or miscellaneous tasks on an "as needed" basis at management’s discretion.

**SECONDARY DUTIES**
1) Foreman must be willing and able to work overtime as determined by management.
2) It is the Foreman’s responsibility to start the crew on time, monitor breaks, lunch, and work until quitting time. This includes loading and the unloading of equipment, equipment trailering, and transportation of crews from site to site.

3) Filling out of all incident and accident reports as required. Proper personnel must be notified immediately if an incident or accident occurs.

Those interested in this opportunity should contact and submit your resume to Danielle Freels 313-240-5971 Danf918@kellyservices.com