WH Canon is a Michigan company that has excelled for over two decades in providing a comprehensive range of services from landscape design through construction and maintenance. Our knowledgeable staff is dedicated to building lasting relationships that enhance our clients business, the community and environment through professional and responsible landscape construction and management.

Please contact David Harpst at Dharpst@whcanon.com for any of the following job opportunities:

- Maintenance Project Manager
- Human Resource Manager
- Accounts Payable/Accounts Receivable
- Reception
- Yard Foreman
- Nursery Foreman
- Nursery Laborer
- Driver
- Construction Foreman
- Construction Laborer
- Irrigation Foreman
- Pesticide Applicator Spray Technician
- Maintenance Foreman
- Maintenance Laborer
Job Description-Maintenance Project Manager

DEFINITION
- This position involves the management of all WHC maintenance projects as well as up-sales on those projects, and the coordination of the Foremen and crews on site. Field supervision and assistance of each crew, progress reports and quality control.
- Customer satisfaction agent.
- Reports to the Head of Maintenance Operations.

RESPONSIBILITIES AND DUTIES
- Assist in estimating and final bid negotiations when appropriate.
- Responsible for all project scope changes after initial contract including pricing, customer negotiations, and contractual obligations.
- Responsible for sign off of budgets for all project changes and for keeping the project budget updated throughout the project.
- Responsible for meeting labor and material budgets.
- Responsible for accuracy of work in progress reports and meeting gross profit projections.
- Develop and manage project schedule based on the owner schedule.
- Maintain, report, and return unused materials to appropriate location.
- Communicate with Foremen daily.
- Responsible for unscheduled site visits to check on crews.
- Coordinate with Foremen on layout, schedule and techniques.
- Coordinate and communicate with Dispatch to facilitate logistics associated with material, equipment and labor.
- Oversee all decisions onsite, if problems arise has final say on all decisions unless Director of Operations steps in.
- Point client contact (verbal and written) for all project related issues.
- Attend appropriate job site management meetings.
- Oversee project billing including final sign off on project billing.
- Assist in company-wide marketing and sales effort.
- Document all changes, problems, overruns, etc. associated with project.
- Know names, titles and phone numbers of all onsite managers.
- Scheduling and directing all project subcontractors.
- Provide Project Managers with budget and material lists.
- Collect time/pay information from work crews.
- Manage accounts and employees in snow removal program
- Fill out vehicle and equipment repair forms.
- Fill out or call in for equipment transfers
- During winter months, assist Dispatch in cleaning and organizing WHC Romulus yard.

EMPLOYEE RELATED
- Oversee onsite training of Maintenance Project Managers, Foreman, Spray Techs and Laborers.
- Be aware that all crew employees are in clean company uniforms.
- Inspect all crew employees for meeting WHC standards in regard to installation, maintenance and cleanliness.
- Monitor all onsite employees to ensure that they follow all WHC and O/GC safety policies and procedures including toolbox meetings.

OTHER
- Share responsibility for closing the WHC shop.
- Share responsibility for keeping WHC yard, policed, clean and well organized.
- Assign and monitor all small tools and job box for all assigned crews.
- Maintain fuel onsite.
- Maintain all supplies on all project sites.

**AUTHORITY**
- Price up-sells
- Work directly with Contract Administration staff.
- Direct Project Managers of project scope, details and decisions.
- The assignment of crew start and stop times.
- Disciplining the assigned crew employees, including sending home if necessary
- Assigning of manpower as needed to complete a task within the budgeted hours and dollars.
- Assigning of all equipment necessary in order to maximize production efficiencies.

**ACCOUNTABILITY**
- Meeting the budgeted project profit.
- Meet or exceed our quality standards.
- O/GC satisfaction.
- Employee professionalism and company image.
- Quality Control-Meet or exceed WHC and O/GC standards
- Daily crew performance measured against company production standards.
- Complete Division work “on-time” and “on-budget”.
- Employee professionalism and company image.
Job Description-Nursery Foreman

DEFINITION

- Organization, inventory and Day-to-day operations at 26 acre plant material facility in Monroe, MI.
- Reports to the Purchasing Manager

RESPONSIBILITIES AND DUTIES

- Scheduling of yard workers to meet the demands of the week.
- Lay out of the nursery putting the plants in the proper area, wet plants in wet areas etc.
- Responsible for the unloading and receiving of all incoming nursery material including counts to insure we receive what is on shippers and insuring the high standard of quality we require.
- Responsible for the loading and proper paper work of all material on outgoing WH Canon trucks.
- Responsible for tagging and pulling the proper plant material for the jobs
- Must insure the plant material in the yard remains in top condition, proper watering, weed control, daily inspection for insect and other pest problems.
- Keep the shop area clean and neat with proper levels of burlap, rope and other supplies needed.
- Tagging of all incoming plant material
- Writing up of dead plant material to keep inventory accurate.
- Proper maintenance and service of equipment used in the nursery including skids, water pump, weed whips and any other tools used.

Job Description-Nursery Laborer

DEFINITION

- Assist Nursery Foreman in maintaining 26 acre plant material facility in Monroe, MI.
- Reports to Nursery Foreman.

RESPONSIBILITIES AND DUTIES

- Watering of plant material
- Assist in the tagging of plants
- Assist in pulling of plants for jobs
- Assist in unloading and stacking of plant material
- Proper and safe use of machinery and tools
- Keeping the yard clean and clear of debris.
- Assist in the loading of trucks for WH Canon jobs.
- Anything else the nursery foreman needs help with.
Job Description-Truck Driver

DEFINITION

- Responsible for transporting goods/equipment from one place to another using heavy or tractor-trailer trucks.
- Operates trucks with a capacity of at least 26,001 pounds per gross vehicle weight.
- Reports to the Operations Manager.

RESPONSIBILITIES AND DUTIES

- Deliver goods while operating a tractor-trailer truck.
- Load and unload cargo/equipment.
- Record amount and type of cargo being delivered.
- Fill up on fuel, clean truck, and wash windows.
- Report to a dispatcher any incidents encountered on the road.
- Monitor road conditions and watch for traffic congestion.
- Follow all applicable traffic laws.
- Inspect their trailer before and after the trip, and record any defects they find.
- Follow accident procedures if an accident occurs.
- Keep a log of their activities.
- Report serious mechanical problems to the appropriate personnel.
- Keep their truck, and associated equipment, clean and in good working order.
- Get goods to proper personnel on time.
- Take special precautions while driving.
- Maintain log of trips.
- Responsible for proper loading and securing of freight to prevent movement and allow safe transport. Assist in loading and unloading as required.
- Verify equipment being transported is being maintained properly (check fluids, greasing, etc.)
- Operate hydroseeder.
- Assist crews when necessary on job sites
Job Description-Yard Foreman

DEFINITION

- Responsible for monitoring and flowing materials, equipment and vehicles in and out of the yard.
- Reports to the Operations Manager

RESPONSIBILITES AND DUTIES

- Monitor crews, vehicles and trailers coming in and out of the yard for cleanliness, organization and properly inventoried.
- Organize and flow material and equipment in and out of the yard.
- Deliver supply’s to the crews in the field
- Unload and supervise deliveries coming in and out of the yard
- Organize the WH Canon yard.
**Job Description – Construction/Irrigation Foreman**

**DEFINITION**
- This position involves the management of daily job duties associated with a WH Canon Company (WHC) project.
- Reports to Senior Project Manager and Construction Project Manager

**RESPONSIBILITIES AND DUTIES**
- Required to be onsite every day on assigned project, act as onsite contact for client. Inform Project Manager of all client communications.
- Meet or exceed project quality standards.
- Install work following architect or WHC plans and specifications.
- Complete project within (or under) budgeted man-hours.
- Understand project scope and know key project personnel.
- Determine if project site is in proper condition for WHC to proceed with work.
- Manage Crew.
- Assist in development of the project schedule with the Production Superintendent and Project Manager as required.
- Perform only budgeted work that lies within the WHC project scope.
- Notify Project Manager and Production Superintendent of any change of project scope and obtain permission to proceed with additional work.
- Track new or additional work not within scope by filling out daily time and material reports.
- Estimate materials needed on daily, weekly, and project basis and coordinate delivery of material with Dispatch.
- Accept and take responsibility for all material delivered to site. Notify Production Superintendent of any damaged or quality problems.
- Know equipment needs on a daily, weekly, and project basis and coordinate the delivery of the equipment with Production Superintendent.
- Perform routine daily maintenance and safety checks on vehicles, trailers, and equipment.
- Maintain all assigned small tools, contact Production Superintendent of any problems.
- Confirm project layout with Production Superintendent and obtain layout approval from Owner/General Contractor (O/GC).
- Work with Production Superintendent and Project Manager to resolve site construction problems or issues.
- Meet scheduling deadlines.
- Operate equipment and perform other labor-oriented tasks as needed.
- Assign daily job tasks to assigned personnel.
- Manage on-site safety training for assigned employees.
- Train assigned employees on project installation techniques and proper usage and maintenance of the equipment.
- Evaluate assigned employees as required by management.
- Maintain plant material and installed site landscape throughout the construction and warranty periods until final sign off by the owner or owner’s representative.
- Inform Production Superintendent of assigned employees complaints and/or problems.
- Obtain PO from Production Superintendent before leaving site to make necessary purchases.
- Care for assigned company vehicle according to policy

**REPORTING**
- Receive paperwork and sign off on project deliveries.
- Turn in all paperwork daily to Production Superintendent.
Job Description-Construction/Irrigation Laborer

DEFINITION

- This position involves the installation of Landscape at WH Canon Landscape Company jobsites.
- Reports to Construction/Irrigation Foreman

RESPONSIBILITIES AND DUTIES

- Required to be onsite every day on assigned project.
- Install work, plant material, job materials following Foreman directive
- Operate equipment and perform other labor-oriented tasks as needed.
- Maintain plant material and installed site landscape throughout the construction and warranty periods until final sign off by the owner or owner’s representative
Job Description-Pesticide Applicator Spray Technician

DEFINITION

- Applying fertilizer to lawns to maintain and improve site appearance. Applying pesticide to control deterioration of lawn appearance.
- Reports to the Head of Maintenance Operations and Maintenance Project Managers.

RESPONSIBILITIES AND DUTIES

- Certified by the State of Michigan to apply fertilizer and pesticides to lawns.
- Knowledge of the correct quantity of product to use.
- Knowledge of how to use ride-on sprayer.
- Knowledge of how to use proper equipment for application of products.

Job Description-Maintenance Foreman

DEFINITION

- This position involves the maintaining of appearance by means of mowing, edging, pruning, trimming, and clean-up of site, while overseeing crew operations.
- Reports to the Head of Maintenance Operations and Maintenance Project Managers.

RESPONSIBILITIES AND DUTIES

- Site scheduled visit for mowing, blowing debris, trimming and edging areas.
- Maintenance of equipment, sharpening blades, and greasing.
- Can operate all forms of maintenance equipment-mowers, string line trimmers, edger’s, backpack blowers, loaders (for salting), and aerial lift equipment.
- Manages all aspects of the maintenance crew, including paperwork.
- Trains crew employees on safety, efficiency, and site quality.
- Responsible for the appearance and clean-up of truck and trailer issued to them.
- Responsible for securing all equipment, truck and trailer at jobsites to ensure it is not stolen.
- Attends weekly Foreman meeting to get safety training and current updates on information, and relays information to crew.
Job Description-Maintenance Laborer

DEFINITION

- This position involves the maintaining of appearance by means of mowing, edging, pruning, trimming, and clean-up of site.
- Reports to Maintenance Foreman.

RESPONSIBILITIES AND DUTIES

- Site scheduled visit for mowing, blowing debris with backpack blower, trimming and edging areas.
- Maintenance of equipment, sharpening blades, and greasing.
- Can operate all forms of maintenance equipment-mowers, string line trimmers, edgers, and backpack blowers.
- Attends training meetings