

**Warner's Nursery & Landscape Co.**  
Position Description

<b>Position Title:</b>	Landscape Foreman	PD #
<b>Dept./Division:</b>	Landscape Division	Eff. Date:
<b>Reports to:</b>	Landscape Supervisor / Superintendent	Revision #
<b>Supervises:</b>	Landscape Crew Leaders / Crewpersons	
<b>FLSA Status:</b>	Non-Exempt	
<b>Class:</b>	2 – Full-time Supv/Admin/Tech	

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**Position Summary:** The Landscape Foreman is the front line leader in the performance and delivery of high quality landscape installations. The Landscape Foreman directs and supervises daily labor and material resources of the construction project to ensure safety, quality, schedule and budgetary goals are met.

**Duties and Responsibilities:**

- Reviews construction plans with Landscape Supervisor or Superintendent before the project begins and throughout the project life to ensure completion according to contract.
- Performs human resource functions including training, evaluating, and disciplining of assigned personnel.
- Plans, organizes, and directs all tasks performed by crew leaders, operators, pipe fitters, laborers, suppliers, and subcontractors at the construction site.
- Trains and coaches assigned personnel to develop job related skills.
- Ensures quality workmanship and efficient production of the construction project.
- Manages worksite safety according to the company's Safety and Health Plan by monitoring the work performed by company and subcontractor personnel.
- Conducts "tailgate safety meetings" and oversees the safe operation of construction equipment.
- Conducts daily inspections of all construction equipment used at the jobsite and takes necessary corrective action to ensure safe operation.
- Verifies sufficient Blue Stake markings and protects utility lines and other trade's work from damage from our construction.
- Ensures that the quality and quantity of materials delivered to construction site are according to the purchase order.
- Attends and participates in weekly foreman meeting.
- Completes requires paperwork including Daily Timesheets, Weekly Project Reports, Safety Meeting Reports, Equipment Sheets, and Material Requests.
- Reviews and tracks Construction Schedules to manage material deliveries, ensure efficient equipment and manpower usage, and minimized demands on Purchasing Dept.
- Participate in In-House walkthrough with Superintendent and completes punch-list items.

- Prepares irrigation as-buils documenting changes and dimensions of primary equipment and mainlines.
- Assists the Superintendent with the completion and documentation of any work not covered in the contract.

### ***Administration***

- Prepares payroll information, employee documentation, and jobsite information in order to minimize extra demands on administration staff.
- Document project changes and extra work charges properly and promptly.

### ***Client Services***

- Provide ongoing communication and support for customer throughout the construction project.
- Conform to all customer contact policies, procedures, and guidelines.

### ***Supervisory Responsibility***

- Provide leadership, support, and expertise for crew members.
- Coach crew members daily as to proper practices and procedures.
- Will supervise 1-2 Crew Leaders and 5-25 Crew Members.

### ***Experience Requirements***

- Three to five (3-5) years in related field.

### ***Skills and Abilities***

- Maintain valid driver's license with driving record acceptable to Warner's Nursery & Landscape's insurance provider.
- Thorough knowledge of landscaping construction methods and equipment and the ability to train other personnel.
- Basic knowledge of safe work practices.
- Ability to read and interpret construction documents.
- Ability to effectively communicate with customers and fellow employees.
- Ability to resolve conflicts in a tactful manner.
- Ability to foster and encourage teamwork.
- Ability to plan and organize work, delegate responsibility, and teach by example.
- Willingness to work with and understand the needs of others for the common good of the company.
- Thorough knowledge of controllers, basic electricity knowledge, and skills necessary to install vacuum breakers and other common irrigation components.
- Ability to complete required paperwork.
- Knowledge required to layout irrigation systems, including sizing pipe and any necessary field modifications.

### ***Working Conditions***

- Ensures a smoke-free workplace
- Ensures a drug-free workplace
- Working in seasonal weather conditions (inclement weather)
- Willingness and ability to work 50-60 hours per week during peak season.

**Physical Requirements**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Requirements	Frequency (O, F, C)
Standing	C
Walking	C
Sitting	O
Crouching / Stooping	F
Kneeling	O
Reaching	F
Work at Heights	O
Climbing	O
Operating on-road Vehicle	F
Twisting	F
Lift / Carrying (25- lbs.)	F
Outside in frequent extreme temperatures	C

Duties and Responsibilities	Frequency (O, F, C)
Push / Pulling (25 lbs.)	F
Working with Others	C
Working around Others	C
Working Alone	C
Interruptions	C
Repetitive Motion	F
Hand-Wrist	F
Elbow-Shoulder	F
Vision	F
Hearing	F
Finger Dexterity	O

O = Occasionally (0-33%)      F = Frequency (33-66%)      C = Constant (67-100%)  
 D = Daily      W = Weekly      M = Monthly      A = Annual

I have read and understand the requirements for this position.

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_