****

**POSITION TITLE: Landscape Foreman**

**REPORTS TO: Landscape Operations Manager**

**HOURS: 1st Shift**

|  |  |
| --- | --- |
| **FLSA STATUS: Non-Exempt** |  |
| **LOCATION: Landscape Office (Reporting)**  **SUPERVISORY CONTROL:** Landscape team members |  |

1. **PRIMARY RESPONSIBILITIES:**

This person is responsible to oversee and perform a variety of landscape activities as well as staff working on the job site. The person is responsible for the installation of Landscape design plans to mutually established requirements safely and efficiently.

1. **ESSENTIAL FUNCTIONS:**

* Oversees and works with a crew of 2 – 4 employees
* Oversees and performs all landscape installations, on-site staff and related activities
* Moves materials and equipment and performs related duties to assist in landscaping and hardscaping
* Oversees and digs holes and trenches and excavates for landscaping and hardscaping using picks and shovels or related equipment
* Oversees and hauls or spreads topsoil, gravel, sand, mulch, or related materials using wheelbarrows and rakes
* Oversees and hand-finishes grade, and apply seed, straw, or sod
* Oversees and performs safe loading and unloading of trucks, materials and equipment
* Oversee and perform clean up, care of materials and watering
* Regularly monitor, train and provide direction and feedback to crew members to ensure efficiency, quality and safety standards are met
* Motivate landscape crew daily
* Responsible for the safety of self and crew at all times
* Responds politely to customer inquiries and projects a professional image
* Correspond with designers in a collaborative manner
* Interpret and completion of landscape layout plans
* Completion of daily production sheets to keep track of daily time and materials
* Communicate positively and effectively with co-workers, vendors and subcontractors
* Reports to work at the required time and performs duties as assigned by the Landscape Operations Manager
* Operate various landscape equipment - i.e., skid steer, mini skid steer, forklift, etc.
* Other duties as assigned

1. **ADDITIONAL FUNCTIONS:**

* Maintain and monitor all work environments and assigned company equipment. Immediately report any damaged, broken, missing, or malfunctioning equipment and/or any safety concerns to the Landscape Operations Manager
* Performs snow removal activities as assigned, such as shoveling, salting, etc.
* Assist Landscape Maintenance staff on projects as assigned
* Plan material delivery
* Document material use and time efficiently

*This position description is not to be construed as an exhaustive statement of accountabilities, duties, responsibilities of requirements. Any individual may be required to perform any other job-related activities or functions requested by his or her manager, subject to reasonable accommodation. Berns Greenhouse and Garden Center has the right to modify this job description to reflect changes in essential job duties made necessary by changing organizational needs, subject to reasonable accommodation.*

1. **QUALIFICATIONS AND REQUIREMENTS:**

* Ethical, dependable, honest and trustworthy
* 2-4 years’ experience in the Landscaping/Horticulture field
* Ability to operate a truck and trailer combination proficiently
* Working knowledge of the machinery and tools used in landscape processes
* Strong attention to detail, initiative and organization
* Excellent written and verbal communication and interpersonal skills
* Experience identifying plant material successfully grown in this area, insects and diseases
* Training/supervisory experience a plus
* Customer service experience a plus
* Valid Driver License and insurable with company’s agent required
* Ability to frequently lift up to 50 pounds
* Available to work Monday – Saturday with flexible work hours
* Ability to talk, see, hear and walk with or without reasonable accommodation
* Constant walking, bending, carrying, lifting, kneeling, pushing, pulling, etc.

*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.*

1. **JOB ENVIRONMENT:**

This job is mainly performed outdoors. There is exposure to fumes, chemicals, fertilizers, dirt, dust, pollen, seeds, noise and water. It is necessary to be in good physical shape, enjoy high amounts of physical labor and be able to work in all-weather elements. This job requires constant standing, walking, bending, kneeling, pushing, pulling, lifting; occasionally required to sit; climb or balance; and stoop, kneel, crouch or crawl, as well as handling large amounts of plant material and equipment. While performing this job, the employee is regularly required to talk, see, hear and walk. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Restroom facilities not available on job site.

*Berns Greenhouse and Garden Center is an Equal Employment Opportunity (EEO) employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities.*