

Van Zeeland Nursery & Landscape

Position Description

Job Title: Foremen

Position Summary: Foremen supervise and coordinate crew members to ensure: projects are being performed correctly (per the Landscape Designer's plans/intent), safely, and professionally; those individuals are properly utilizing tools; and that correct allocation of resources is occurring.

Job Responsibilities and Duties

- **Training/safety**
 1. Ensure that crew is properly trained and following company standards.
 2. Ensure all employees are using safety equipment.
 3. Ensure all employees are using safe procedures.
 4. Immediately report any safety concerns or accidents.
 5. Assist in training of new foremen and crew members.
- **Projects**
 1. General
 1. Take ownership of the project, including aesthetic outcome, long-term quality, and efficient use of labor and materials (as to ensure that project hits or exceeds its intended financial goals).
 2. Minimize lost billable time during inclement weather, by encouraging crew members to have appropriate clothing/outerwear and by using good judgment on when to sit-out during inclement weather.
 3. Understand project requirements and Designer expectations – take notes and when in doubt ask.
 4. Stay within the scope of the planned project.
 5. Communicate change orders with Designer and/or customer.
 6. Establish and maintain pace of work.
 7. Be a leader and not necessarily a “doer”.
 8. Put out Van Zeeland Nursery & Landscape yard sign (leave for 1 week in a high traffic area).
 9. Deliver door hangers (quantity 10 in typical city block) within the neighborhood on day 1.
 2. Daily
 1. Make sure that the proper equipment and materials are loaded.
 2. Ensure that crew members know the location of the job site and get there safely.
 3. Kick-off project with crew - goals and responsibilities for the day.
 4. Meet with the homeowner at the beginning and end of each day.
 5. Communicate job status to Designers, particularly if going to complete a job behind or ahead of schedule.
 6. Perform end of day clean-up at project site - tools, yard, driveways, walkways, street, etc.
 7. Make sure that all equipment and extra materials return from the jobsite and are properly stored.
 8. Complete and turn-in daily accurate Time and Material (T&M) sheets – 1 sheet per day per project.
 3. End of project
 1. Perform final touch-up at project - rake the lawn, get mulch or stone out of the lawn.
 2. Complete a final walk around - leave site spotless/immaculate.
 3. Review watering instructions with each homeowner.

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- **Human Resources**
 1. Ensure that crew are using company time efficiently on and off projects.
 2. Make sure that the crew are dressed properly and have a good appearance.
 3. Provide feedback to crew on a daily basis - positive, as well as constructive criticism.
 4. Report any crew issues.
 5. Plan accordingly to work full days.
 6. Minimize impacts of time-off.
 7. Maintain positive morale.
 8. Stop inappropriate conversations, including swearing and internal gossip.

- **Equipment**
 1. Maximize efficiency of trucks and equipment by planning ahead.
 2. Utilize the assigned set of tools and equipment, which is properly labeled (color coded tools per Foreman/Crew and names on pruners, saws, utility knives).
 3. Maintain that set of tools and equipment, including making sure that they are used properly.
 4. Make sure that vehicles are fueled and otherwise ready at the end of the day (for the following morning).
 5. Report problems with vehicles and/or equipment immediately.
 6. Report equipment and supply needs.
 7. Make sure that vehicle capacities are not exceeded.

- **Other**
 1. Exemplify company mantras and values.
 2. Assist in maintaining a clean work environment including breakrooms, bathrooms, and community spaces.
 3. Ensure that crews are meeting their weekly hours goal.
 4. Keep crew and bulk materials areas within the nursery clean.
 5. Complete other tasks and projects as assigned, including assisting with garden center activities.
 6. Attend monthly employee meetings unless otherwise approved by the direct supervisor.
 7. Complete other tasks and projects as assigned and needed for continued company growth.
 8. Continually strive to improve company processes and self.

- **Qualifications**
 1. Strong working knowledge of Van Zeeland Nursery & Landscape's best practices with landscaping
 2. Construction foreman need to obtain CDL within 6 months of job acceptance
 3. Solid communication and interpersonal skills
 4. Exceptional organization, strategic planning, and leadership skills
 5. Driving record acceptable to Van Zeeland Nursery & Landscape insurance company
 6. Able to perform physical role of landscape crew

Acknowledgment



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Position Description

I have reviewed this job description and I understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I further understand that this job description supersedes all prior job descriptions for this position. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

Employee Printed Name

Employee Signature

Date