



# Kirwan Design, LLC

## Landscape Construction Foreman/Crew Leader

### Job description

**Summary:** The Landscape Construction Foreman/Crew Leader must be thoroughly familiar with all aspects of landscape construction to include operating equipment, demolition, site and soil prep, grading, planting all materials, interfacing with customers, subcontractors, architects, etc., and require minimal supervision while directing a crew of two to four employees in a safe manner. The Landscape Construction Foreman/Crew Leader must also attend to and complete all paperwork and administrative requirements related to the job while creating and maintaining a professional job atmosphere.

**Reports to:** The Landscape Construction Foreman/Crew Leader reports directly to the Designer and Construction Coordinator

#### **Condition of Employment:**

- Minimum of a high school diploma or GED.
- Possess a valid driver's license and must be insurable on the company's insurance policy.
- Criminal Background Check
- Physically able to handle the workload of a Construction Leadman and/or Laborer.
- Legal documentation to verify employment eligibility.
- Is a certified landscape technician (CLT).
- Able to interact with customers in a professional and courteous manner on a daily basis.

**Knowledge, Skills and Abilities:** The Landscape Construction Foreman/Crew Leader, who is a WORKING FOREMAN, must possess the following skill set and educational background:

- Has a minimum of three years of experience in landscape construction.
- Thoroughly understands all aspects of landscape construction.
- Able to operate company equipment: skid steer, mini-excavator, mini-skid steer, tracked loader, chop saws, etc.
- Able to perform all daily preventative maintenance (PM) on company equipment.
- Able to operate a transit, shoot grades and grade sites.
- Able to read landscape plans and drawings.
- Able to lay out a job site and order materials.
- Has the leadership capability and demeanor to effectively manage and direct a crew of two to four people.
- Meets or exceeds company production standards for landscape installation.
- Able to fill out and process all necessary job paperwork, purchase orders, and time sheets, etc.
- Able to interact with clients, subcontractors, architects, etc. in a professional and competent manner.
- Able to train crew as a team and maintain a high level of morale.
- Thoroughly understands and complies with company policies, procedures, and SOPs.

- Able to work with minimal supervision from Landscape Supervisor but knows when to ask for assistance.
- Continuing education requirement: minimum of 10 hours per year.
- Must have the ability to work independently and as part of a team.
- Ability to deal with a variety of personality types, individuals, and work situations.
- Must adhere to a strict confidentiality policy.
- Ability to present ideas clearly, follows written and verbal instructions, and the ability to communicate effectively verbally and in writing.
- Ability to problem solve and make educated decisions.
- Ability to prepare reports and work accurately with figures.
- Must have excellent time management, organization and leadership skills.
- Must possess attention to detail, strong decision-making and a results-driven approach to tasks assigned.

### **Duties and Responsibilities**

- Ensures that jobs are kept on schedule and on budget.
- Ensures that all safety procedures are followed and reports any unsafe conditions to supervisors.
- Ensures all workers' compensation insurance claims are properly documented and reported immediately.
- Ensures all accidents are properly documented and reported immediately.
- Looks for extras and converts them into change orders when appropriate.
- Ensures all change orders are processed correctly.
- Interfaces with subcontractors to ensure timely and accurate completion of their phase of projects.
- Interfaces with suppliers to ensure timely and accurate delivery of job materials.
- Ensures that company production standards are met.
- Maintains a clean crew truck at all times.
- Ensures that job cost reports are properly analyzed.

### **Physical Capabilities:**

- Work is primarily performed outdoors on a job site. Hand-eye coordination is necessary to operate tools and equipment. Some indoor work is required.
- Employee must be physically able to handle work load and have a full range of mobility in upper and lower body.
- Must be able to lift 80lbs without assistance.
- While performing duties of the job, the employee is frequently required to stand, kneel, crouch, and talk or hear. The employee is required to walk; use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Requires travel out of town to worksites sometimes overnight.
- Must be able to operate equipment safely.
- Must be able to work in some harsh environments such as extreme heat and cold.
- Ability to work in an occasionally stressful work environment.

The duties listed above are intended only as illustrations of the various types of work that may be performed and, furthermore, include all duties as assigned by the supervisor. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer, Kirwan Design, LLC, and the employee and is subject to change by employer as the needs of the employer and requirements of the job change.

I have read and understand this job description.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_