

## Job Description: Landscape Construction Foreman

**Reports to:** Operations Manager

**Purpose:**

The Landscape Construction Foreman plans, organizes and delivers top quality client and staff experiences. Primary focus is to produce and oversee all construction work as planned, while managing product, schedule, customer and crew, with highly efficient and repeatable systems and best practices

### Job Summary – THE 3R's

**Role:**

- Landscape Construction Foreman

**Responsibility:**

- Efficiently perform and manage quality, productivity and safe execution of project as planned
- Submit required paperwork for timekeeping and metrics
- Communicate professionally to customer, supervisor, and team.
- Onboard new staff, train to safety standards, and complete ongoing performance reviews

**Result:**

- Quality work is efficiently produced as planned with maximum customer satisfaction and crew safety.

### Metrics to Measure Results:

Success within this position will be measured by:

- **Production Efficiency** – Crew production hours vs weekly target, Est vs Act hours, Job Cost.
- **Quality** - Warranty and lost opportunity cost by crew
- **Organization** -4 at 4 app completed daily, Logistics calendar for advanced material ordering
- **Satisfaction** – Customer Review Score
- **Safety and Equipment Care** – Lost days due to injury, equipment loss/damage.

### Detail Overview of Responsibilities:

1. Manage Production:

- Manage the execution of construction projects, planning labor requirements, equipment requirements and material deliveries and timing to ensure completion of job(s) within deadlines

- Manage safety, quality and productivity of work at sites and/or shop/yard
- Assist in the preparation of jobsites prior to the beginning of a project
- Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew of **2 to 5** employees
- Delegate job tasks to crew members to assist in the completion of landscape constructions
- Meet with subcontractors and supervise quality, efficiency, and deadlines
- Operate various tools and equipment, including: heavy equipment, chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc.
- Assist in the construction of walkways, fences, decks, posts, etc.
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis
- Read and interpret blueprints, structural drawings, and specifications to delegate/complete work activities
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas

## 2. Manage Reporting:

- Complete and submit all required paperwork or electronic logs on a daily basis, including: daily site meeting logs, crew daily forms (material/labour planning 4@4), equipment daily inspection forms, attendance tracking, time and materials billing summaries, requests for time off, etc.

## 3. Manage Professionalism:

- Communicate with customers in a polite and courteous manner
- Comply with all company policies and regulations
- Demonstrate role model behaviour, ethics, integrity and positive promotion of company culture
- Demonstrate active participation in regular team meetings

## 4. Manage Personnel:

- Participate in recruitment activities by conducting secondary interviews with potential job candidates
- Participate in management of crew personnel by:
  - a. Performing onboarding of new staff
  - b. Complete quarterly performance appraisals on personnel under your care
  - c. Refine, implement and measure divisional best practices and performance metrics
- Conduct on-site orientations with new employees and employees in new positions, which cover all company health and safety policies, practices, and procedures
- Conduct onboarding of new staff, train, and complete ongoing performance reviews
- Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company PPE standards

- Enforce and work in accordance with all local health and safety laws and regulations at shop/yard and on jobsites

**Key Success Behaviours, Skills and Requirements:**

- Aligned with Hutten & Co. Core Values of Knowledge, Optimism, Relationships, Passion.
- High attention to detail in technical specifications and written communication.
- Highly structured in organization and time management, demonstrating initiative.
- Self-starter.
- Performance driven.
- Effective communication skills (both verbal and written in English).
- Desire to interact with clients and team in professional, patient and courteous manner.
- Excellent knowledge of specific materials, methods, tools and equipment and techniques required to complete required tasks in a safe and responsible manner.
- Demonstrates ability to read and interpret blueprints and specifications.
- Highly alert, and demonstrates problem solving skills.
- Technically skilled.
- Desire to embrace and use technology.
- Carry and use a smart phone or data-enabled device for communication and reporting.
- Performs and demands excellence in quality of work.
- Service and teamwork focused.
- Driven to improve efficiencies, with ability to work under pressure and tight deadlines
- Innovative and focused on learning and self-improvement
- Must possess a valid driver's license
- Aligned with company core values.

**Minimum Qualifications and Educational Requirements:**

1. Minimum of 3 years' experience in the landscape/construction industry
2. High School Diploma, GED or equivalent
3. Industry Certification an asset

*\*Training possible for otherwise ideal candidate not meeting these qualification requirements*

**Work Conditions:**

- Ability to work with hand tools, power tools, small engine equipment, heavy equipment, and materials
- Ability to lift a minimum of 50 lbs. repeatedly through an entire work shift
- Ability to work in a fast paced environment
- Excellent stamina is required
- Work near heavy equipment and other vehicles on a regular basis
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold



- Flexible working hours including occasional weekend work