

## Job Description: Landscape Lead Hand

**Reports to:** Landscape Construction Foreman

**Purpose:**

The Landscape Lead Hand is responsible for performing a variety of work tasks in order to assist with the completion of landscape construction projects. This position will periodically support the foreman in leadership by the execution of small projects with advanced accuracy, efficiency, and quality.

### Job Summary – THE 3R's

**Role:**

- Landscape Lead Hand

**Responsibility:**

- Periodically demonstrate leadership as an advanced team player
- Perform construction tasks at an advanced skill level.

**Result:**

- Quality work is completed while supporting foreman in leadership.

### Metrics to Measure Results:

Success within this position will be measured by:

- **Performance** - Reviews conducted every trimester by direct supervisor.
- **Organization** – 4@4 daily planning completed competently on a regular basis

### Detail Overview of Responsibilities:

1. Leadership and Team Player
  - Assist foreman with periodic supervision, delegation, coordination and execution of day to day work activities of a small crew of 2-3 people, at times independently.
  - Assist foreman in the management of safety, quality and productivity of work at sites and/or shop/yard
  - Periodically complete and submit required paperwork or electronic logs on a daily basis as required, including daily site meetings, planning reports, attendance/time keeping, etc.

- Work safely and in a responsible manner, with eager participation and initiative.
- Demonstrate continuous growth through personal goal achievement.
- Demonstrate active participation in regular team meetings
- Comply with all company policies and regulations and local health and safety regulations
- Wear appropriate personal protective equipment at all times
- Communicate to customer in polite and courteous manner
- Maintain standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas

## 2. Advanced Production

- Demonstrate **advanced skill levels** in the following:
  - a) Interpretation of blueprints, structural drawings and specifications.
  - b) Layout of work areas to required elevations , grades and drainage requirements
  - c) Mathematics, site calculations and material quantity take-offs
  - d) Operation of all required tools, including chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc
  - e) Operation of heavy equipment, including skidsteer, excavator and loader
  - f) Operation of crew truck and trailer, at AZ level
  - g) Completion of all required tasks, including complex and detailed projects of stone, wood, water, plantings, etc.
- Perform the following tasks along with crew:
  - a) Dig ditches or trenches and perform land clearing activities
  - b) Plant and maintain garden beds and lawns
  - c) Load and unload materials, tools, and equipment required to complete landscape construction projects
  - d) Transport materials using shovels, wheelbarrows, carts, dollies, and hand lifting/carrying
  - e) Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis

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

#### **Behaviours:**

- 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
- Highly alert, and demonstrates problem solving skills.

- Driven to improve efficiencies, with ability to work under pressure and tight deadlines
- Ability to work both independently with little supervision, and as part of a team.
- Innovative and focused on learning and self-improvement
- Intuitive, critical thinker
- Meet task based goals

**Skills:**

- Excellent knowledge of specific materials, methods, tools and equipment and techniques required to complete required tasks in a safe and responsible manner.
- Advanced ability to read and interpret blueprints and specifications
- Demonstrates effective leadership skills
- Technically skilled
- Effective communication skills (both verbal and written in English)
- Time management skills
- Demonstrate advanced math skills

**Requirements:**

- Desire to interact with clients and team in professional, patient and courteous manner
- Perform work quickly and efficiently, demanding excellence in quality.
- Follow instructions
- Ability to walk, stand, crouch for long periods of time and carry out strenuous physical tasks
- Hold and maintain valid driver's license
- Carry and use a smart phone or data-enabled device for communication and reporting.
- Desire to embrace and use technology

**Minimum Qualifications and Educational Requirements:**

1. Minimum of 2 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