



4414 N. Kenneth Avenue
 Chicago, IL 60630
 (773) 777-7064 (773) 930-3725

POSITION: FOREMAN – LANDSCAPE CONSTRUCTION
RATE: COMMENSURATE WITH EXPERIENCE
STATUS: NON-EXEMPT
REPORTS TO: FIELD SUPERVISOR
SUPERVISES: LABORERS

SUMMARY JOB DESCRIPTION
 Responsible for overseeing all on-site aspects of landscape construction projects. Such projects include, but are not limited to: construction of retaining walls, paver patios, walkways, and berms; planting trees, shrubs, perennials, and annuals. Ensures the Company’s quality standards are achieved while the jobs are completed safely, timely and efficiently.

RESPONSIBILITIES

- Manages the execution of construction projects by supervising, coordinating, delegating and directing the activities of field staff on the job site.
- Understands construction drawings and ensures work is completed in accordance with such.
- Assists supervisor in preparation of job site prior to the beginning of the job.
- Develops job work plan for supervisor review.
- Informs supervisor of material and equipment needs before the job begins.
- Has DIG TICKETS/PERMITS in hand before any work is begun.
- Ensures trucks are loaded each day with the proper material and equipment before leaving the yard.
- Provides supervisor with daily updates regarding job progress. Immediately alerts supervisor to any problems in work execution.
- Immediately communicates client concerns to supervisor.
- Trains field staff in proper construction techniques. Continually works with field staff to ensure proper and safe use of all equipment. Identifies when additional off-job training is needed and promptly informs supervisor of such need.
- Ensures all work is completed properly while strictly adhering to safety policies and guidelines including use of personal protective equipment (PPE) AT ALL TIMES. Immediately reports safety violations to supervisor.
- Immediately reports any accident and/or injury to supervisor. Assists supervisor in preparing appropriate accident reports. Offers suggestions to implement solutions to recurring accidents or most common hazards.
- Completes pre-and-post trip vehicle inspection reports and alerts supervisor to any issues related thereto.

- Performs preventative maintenance on tools and equipment by conducting inspections, lubricating and cleaning on a daily basis. Immediately reports broken/damaged equipment to supervisor.
- Completes and submits all required paperwork on a daily basis, including, but not limited to: fuel and material receipts, crew daily forms, and pre-and-post trip vehicle inspection reports.
- Properly clocks self and crew in and out of LMN time keeping system.
- Conducts timely performance reviews of direct reports and takes corrective action when appropriate.
- Participates in recruitment activities by conducting interviews with potential job candidates.
- Maintain a high level of good housekeeping and care of company assets in the field, vehicles, shop, offices, and customer work-sites.
- Interacts with clients, the public and vendors in a professional, polite and courteous manner. Adheres to Company values and ethics at all times.
- Performs additional duties as required by supervisor.

MINIMUM QUALIFICATIONS

- High School Diploma, GED, equivalent, or commensurate experience.
- Five year's work experience in landscaping construction.
- Ability to read construction drawings and specifications and implement design in accordance with the drawings. Sufficient construction knowledge to be able to identify issues with the drawings.
- Capable of safely operating construction and maintenance equipment, including, but not limited to: skid steer and related-type equipment, wood and concrete saws, chainsaw, jackhammers, laser levels, measurement equipment, hammers, drills, line trimmers, mowers, blowers, and hand tools.
- Knowledge of specific materials, methods, tools and equipment required to safely and efficiently complete various construction and plant installation projects.
- Time management skills.
- Carry and use a smart phone or data-enabled device for communication and reporting.
- Ability to learn time keeping cell phone application.
- Fluent in Spanish and English.
- Good verbal and written communication skills.
- Valid driver's license with good driving record.
- Must maintain regular and reliable attendance at a level acceptable to the company, including the ability to work overtime, holidays, evenings or weekends as necessary.

WORK CONDITIONS

- Lifting up to 50 pounds, climbing, bending, kneeling, balancing, walking, stooping, and continued use of the arms and legs.
- Fast-paced and continually changing work conditions.
- Work outdoors in various conditions including heat, humidity, rain, dust, noise and cold.
- Work near heavy equipment and vehicles on a regular basis.

For more information, contact Mr. Amador