



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

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

SUMMARY JOB DESCRIPTION
 Responsible for overseeing all aspects of landscape maintenance projects. This includes seasonal annuals planting, mowing, weeding, cleanups, pruning, and trimming. Ensures the Company’s quality standards are achieved while the jobs are completed safely, timely and efficiently.

RESPONSIBILITIES

- Manages the execution of maintenance jobs by supervising, coordinating, delegating and directing the activities of field staff.
- Ensures trucks are loaded each day with the proper material and equipment before leaving the yard. Advises supervisor when supplies are getting low.
- 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 maintenance 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.
- Ensure 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.
- Maintains a high level of good housekeeping and care of company assets in the field, vehicles, shop, offices, and customer work-sites.
- Communicates with customers in a polite and courteous manner.
- Performs additional duties as required by supervisor.

MINIMUM QUALIFICATIONS

- High School Diploma, GED, equivalent, or commensurate experience.
- Three year's work experience in landscaping maintenance.
- Capable of safely operating maintenance equipment, including, but not limited to: chainsaw, line trimmers, hedge trimmers, mowers, blowers, and hand tools.
- Knowledge of specific materials, methods, tools and equipment required to safely and efficiently complete various types of maintenance work.
- 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