



## **Install foreman**

The *Install Foreman* will manage and execute all aspects of landscape installation projects with supervision and support from the *Lead Foreman*. The *Install Foreman* will train and mentor the *Install Crew Members*, and maintain the onsite relationships with clients and subcontractors. The *Install Foreman* is accountable to the *Lead Foreman*. It is vital that the *Install Foreman* shares and upholds Phillips Garden's core values.

### **Job Duties:**

- LMA - Lead, Manage and hold Accountable Install Crew Members
- Manage and execute all aspects of landscape construction projects
  - Must be proficient in all aspects of landscape projects and be able to delegate job tasks to appropriate crew members to assist in the completion of landscape construction projects
  - Read and interpret blueprints, structural drawings, and specifications to delegate/complete work activities; including a keen understanding of elevation/grade/topo in relation to existing site and design needs
  - Determine the appropriate staging and phasing of landscape projects and maintain an orderly, efficient, and safe job site.
  - Plan and forecast labor requirements, equipment needs, and material pickup/deliveries and coordinate with Lead Foreman
  - Communicate with vendors to order and coordinate delivery of materials as needed
  - Ensure completion of job(s) within project deadlines and on budget
  - Execute all jobs with pride and the highest level of craft and attention to detail
  - Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew of up to 4 employees
  - Set and communicate goals to crew and lead foreman
  - Train and mentor *Install Crew Members* on-site using the best technical construction methods
  - Operate, maintain, and train *Install Crew* on all equipment used for projects using all safety and regulations that apply
  - Meticulously keep and maintain accurate records (time, materials used, project notes, design plan, receipts, etc.) and submit all required paperwork and log hours using LMN Time on a daily basis
  - 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
  - Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, job-sites, and shop/yard areas
- Coordinate and communicate proactively with *Lead Foreman* and *Designers*
  - Coordinate and maintain production schedule with Lead Foreman and Designers
  - Monitor and report job status and progress to *Lead Foreman* and Designer
  - Meet with other Foremen and *Lead Foreman* to review, schedule, and discuss issues and needs to complete jobs
  - Monitor and determine when change orders are required and communicate necessary info to Lead Foreman or Designer
- Onsite client and subcontractor relationship management
  - Coordinate with subcontractors to schedule their work within our projects and supervise quality, efficiency, and deadlines
  - Communicate with clients and address their questions, concerns, and expectations in a polite and courteous manner
  - Report back questions, concerns, and issues to *Lead Foreman* and/or Designer
- Use and maintain smartphone and other devices as needed for communication and reporting
- Demonstrate continuous effort to improve operations, efficiency, skills, quality of work, and customer service
- Model core values and company code of conduct
- Other duties as assigned

### **Qualifications/Requirements:**

- Proven landscape construction knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
- Minimum of 5 years experience in the landscape/construction industry
- Excellent attention to detail and effective communication skills (both verbal and written)
- Positive and collaborative attitude
- Time management skills
- Punctual and dependable
- Creative problem-solving skills with the ability to communicate with the crew
- Ability to manage crews, time and resources in coordination with others
- Ability to work in a fast paced environment, under pressure and tight deadlines
- Capable of operating required equipment and tools in a safe and responsible manner
- Work outdoors in various conditions including heat and humidity, rain, dust, noise, and cold
- Work near heavy equipment and other vehicles on a regular basis
- Excellent stamina is required - the ability to bend, kneel and lift a minimum of 60 lbs. repeatedly through an entire work shift
- Must possess a valid driver's license and clean driving record
- Participate in ongoing training / continued education workshops, etc.

### **Phillips Garden Core Values:**

- Work Ethic
- Creativity & Curiosity
- Team Player
- Integrity
- Belief in Community and Sustainability

**Wage Range - \$28-\$35/Hour**  
(1/18/2024)