

Olympic Lawn & Landscape, Inc.  
**JOB DESCRIPTION**

Job Title: **Landscape Foreman**

Job Purpose: The Landscape Foreman is primarily responsible for performing and overseeing landscaping services provided to the customers of Olympic Lawn & Landscape. This person will also be responsible for other duties as assigned.

Job Duties:

- Landscaping service to include construction of new landscape beds per designs
- Review landscape designs with designer/supervisor
- Renovation of existing landscape beds
- Installation of retaining walls, curbing, walkways, driveway liners, plastic edging and metal edging
- Installation of weed mat, curb lighting and down spout pop-ups
- Planting plants, shrubs and trees
- Recognizing & reporting problems with irrigation systems located in landscape beds
- Basic maintenance of equipment & tools
- Keep work environments clean and safe
- Monitor landscape quality and reporting problems/concerns to supervisor
- Monitoring inventory of materials and supplies and reporting needs to supervisor
- Supervise, monitor and train assigned landscape crew
- Give input on performance of assigned work crew
- Assist in employee recruitment and hiring
- Be available to assist other work crews as needed
- Complete all required documentation in a timely manner
- Use Company's resources wisely and effectively
- Be prepared and initiate assigned duties in a timely manner
- Communicate needs, concerns and/or problems to supervisor - resolve issues in a timely manner
- Adhere to all Company safety practices, procedures and policies
- Maintain good communication and positive relations with coworkers, customers and the public
- Represent the Company in a positive manner at all times

Other Duties:

- Lawn service tasks
- Material handling tasks
- Sales & marketing activities
- Christmas lighting
- Snow removal & salt application
- Retail sales activities
- Other tasks as assigned or as needed

Requirements:

- High school diploma or GED
- Two year technical college certificate in horticulture a bonus
- 2-4 years experience
- Current Class E Drivers License
- Current Class 3A Chemical Application License
- Current DOT Medical Card

Abilities & Skills:

- Ability to safely operate all assigned equipment and tools
- Ability to lift up to 50 lbs.
- Ability to stoop, kneel, bend, twist, reach and to climb ladders
- Good communication and teamwork skills
- Good supervisory skills

Working Conditions:

- This work is primarily performed outside in all sorts of weather conditions (i.e. hot, humid, cold, wet, windy, rain, snow) which means the person will need to be adequately prepared.

The information in this job description is not a complete inventory of the job's duties, responsibilities, and qualifications. Rather, it gives the general nature and level of work to be performed by employees assigned to this job title.

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Employee Signature

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Date