



JOB DESCRIPTION

WORKING FIELD SUPERVISOR/FOREPERSON

REQUIREMENTS

- Commitment to the Company mission, philosophy, and goals including environmental responsibility and superior results;**
 - Excellent, positive attitude: enjoy working, enjoy and foster a team environment, enjoy teaching and communicating;**
 - Ability and desire to learn new methods, techniques and practical theory;**
 - Ability to implement and enforce safety practices in all company operations;**
 - Ability to effectively manage multiple projects and coordinate company resources;**
 - Demonstrate a thorough knowledge of advanced landscape construction skills (including but not limited to stone and concrete, fine masonry, finished carpentry, horticulture and design, plumbing and irrigation, and landscape lighting); and**
 - Minimum of five years 'hands-on' landscape construction experience and two years of landscape management experience.**
-
- Maintain physical fitness level needed to perform job tasks;
 - Two-year degree in horticulture or equivalent classroom training;
 - Certificates in CPR and First Aid (training provided);
 - Certified Landscape Technician (CLT) & State of California QAC License *as needed* (training provided);
 - Possess valid Calif. Driver's License; you must be insurable by company insurance carriers;
 - Ability to communicate in basic Spanish; and
 - Maintain physical fitness level needed to perform job tasks.

JOB DUTIES

Safety

- Identify and correct all unsafe conditions, practices, and occupational hazards;
- Responsible to enforce safety of the customer, job site, and company employees on site;
- Supervise and implement company-wide safety program;
- Analyze and follow-up job safety reports provided by the Office;
- Comply with all company policies/procedures and safety requirements including crewmember discipline and documentation;
- Enforce use of PPE equipment on a no-exceptions basis;
- Conduct regular tailgate safety meetings; and
- maintain and submit documented reports.



Leadership and supervision

- Supervise and lead one to ten employees; be skilled at setting priorities and goals;
- Read and follow plans, material lists, guidelines, and apply necessary timelines;
- In conjunction with the OWNER, coordinate and oversee all subcontractors involved with landscape construction projects;
- Schedule work force allocations for all landscape construction projects with input from supervisors and foremen.
- Act as intermediary between company management and field operations as needed;
- Ability to effectively and expeditiously process change orders;
- Systematically order and schedule material deliveries to landscape construction projects;
- Communicate progress on landscape projects to company management and field staff effectively;
- Develop and maintain motivated, effective crews;
- Recruit, interview, hire, discipline, and terminate all subordinate landscape construction/maintenance field staff; and
- Ensure that delivery tickets and purchase orders are correctly coded and are turned into to office staff daily for processing.

ADMINISTRATIVE

Quality control

- Responsible for overall appearance and success of landscape installations;
- Conduct scheduled job walks with each client to identify their ongoing needs and expectations;
- Identify in a timely manner client concerns or potential conflicts with contract documents;
- As work progresses, keep clients informed and involved by sharing relevant construction information;
- Coordinate with forepeople to insure that "as-built" plans are updated, accurate and complete; and
- Maintain Fleet: machinery, equipment and vehicle preventive maintenance program.

Sales and marketing

- Identify extra work on projects that is beneficial to the clients;
- Promote landscape maintenance program offered by company; and
- Prepare and submit change orders requests to estimating department for processing on a daily basis.

Job training and personnel management

- Introduce and demonstrate new skills to all field staff; oversee and implement job training
- Recruit, interview, and hire subordinate landscape foremen and workers; discipline
- Mediate day-to-day personnel issues with foremen reporting directly to you
- Initiate "critical conversations" to foster teamwork and healthy communication
- Discipline and terminate employees as needed
- Review and submit complete and accurate time cards provided by the foremen and other subordinates, weekly



WAGES AND BENEFITS: all paid benefits begin six months after successful probation period, meeting company guidelines, and evaluation. Benefits based upon and *may* include:

- \$20-\$25 base pay, depending on experience, plus:
- Performance based bonuses with incentives, paid semi-annually,
- Company provided Continuing Education of twenty hours annually,
- Paid personal time (vacation) pay ---PTO,
- Sick Time Off pay,
- Life insurance, to be determined,
- Retirement, to be determined,
- Company pick-up truck, and
- Computer / laptop / cell phone / office space, to be determined.

EVALUATION. In office evaluation, every six months with OWNER:

- Demonstrate proficiency of job skills as listed above.
- Adhere to company policies, standards and safety guidelines.
- Able to work with and lead/supervise other employees as a team.
- Demonstrate proper project layout, plan interpretation and adherence to timelines.
- Meet or exceed company production rates and expectations as set forth in the "ten point" incentive document

REPORTING

- This position reports directly to OWNER

TO APPLY:

To apply for this position, please *completely* fill out the *.PDF application on the website: www.WilsonEnv.net and return to our office. We will contact previous/current employers and related work references. Please include a cover letter explaining to us why you should be considered to work with our dynamic, growing team, and specifically, what you have to offer to work with us, and help us further grow! Prior to beginning work, all new hires must successfully complete a Pre-Employment physical and a drug testing. Thank you for applying!

We look forward to hearing from you !

