



LAKE HOUSTON LAWN CARE, INC.

Job Title: Landscape Foreman	
Position Type: Variable Hour Employee	Pay Rate: \$14.00 - \$16.00 per hour DOE
Job Description	
<p>OVERVIEW</p> <p>The primary purpose of the Maintenance Foreman is to perform daily tasks in a safe manner with minimal supervision, while meeting or exceeding company quality, production and customer service standards.</p> <p>DUTIES AND RESPONSIBILITIES</p> <ul style="list-style-type: none"> J Oversee and Perform routine landscaping maintenance and landscaping projects. J Supervise and assist in mowing, trimming/edging, blowing and flower bed cleaning/maintenance. J Operate lawn care equipment such as mowers, string trimmers, edgers and blowers. J Ensure crew is trained in use of equipment including proper operation and care (not abusing or mistreating) and trained to LHLC standards for lawncare maintenance and landscaping. J Record work hours in company system via (company-supplied) smart phone application. J Enforce safety company safety policy on the job site by ensuring all crews wear appropriate PPE, identify worksite hazards, and ensure crews are aware of all risks and how to mitigate that risk. J Drive a truck with crew from site to site. Organize work and stage crew at starting positions for a coordinated meet upon job completion. J Must work and motivate crew to complete tasks within the time allotted. J Ensure equipment is maintained, not mistreated, and stored properly whether on the job, leaving the job, or at the shop; report all issues to mechanic or supervisor immediately J Ensure all inventory is on truck, perform truck inspections on tires, oil, etc. Reports issues to mechanic or supervisor immediately J Ensure jobsites are maintained to LHLC standards and contract requirements at completion before leaving site; report all damage to irrigation systems or property to supervisor (dead trees/plants, broken sprinkler heads, standing water, damage done by vehicles/equipment). J Follow company procedures in case of accidents, theft, or injuries and call supervisor immediately. J Work all assigned hours; confirm that assigned crew time worked is accurate according to time reporting procedures. Report any discrepancies to Manager or Supervisor. J Report performance issues (attendance, not following directions, attitude, etc.) on crew to supervisor. J Be polite and respectful when dealing with all individuals (clients/residents, employees, vendors) <p>COMPETENCIES, VALUES AND BEHAVIORS</p> <ul style="list-style-type: none"> J Must be knowledgeable in worksite safety, hazard recognition and use of proper PPE. J Must be able to read and follow a work schedule and work orders. J Dependable and Punctual attendance is required. J Effective communication is necessary. J Responsible attitude to maintain LHLC standards for safety, work quality, customer service, and 	



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respect for team members.

- J Handle equipment and tools with care and take steps to prevent loss/damage due to theft, vandalism or accident.
- J Tolerate a wide range of outdoor temperatures, climates and conditions.

PHYSICAL DEMANDS

- J Using upper and lower body to work in various positions including, but not limited to, stooping, standing, bending over, sitting, kneeling, squatting and walking for extended periods of time
- J Reaching over head with hands and arm to hold, climb or balance
- J Using hands to handle or feel objects, tools or controls
- J Lifting, pulling and pushing materials and equipment to complete assigned job tasks
- J Ability to lift and/or move up to 25 pounds regularly and occasionally lift and/or move up to 75 pounds

REQUIREMENTS

Knowledge, Skills and Abilities:

- J 1-2 years landscaping experience
- J 1-year experience in crew supervision
- J Ability to handle the workload, crew issues and physical demands of the job
- J Knowledge of regional plants, shrubs and flowers and their care
- J Bilingual – English/Spanish is a must!

Education and Experience

- J High School Diploma or GED Desired
- J MUST possess valid Texas Driver's License with clean record or be able to obtain one prior to start