

## **Job Title: Landscape Foreman**

### **Job Description:**

The Landscape Foreman is responsible for the installation and management of landscape projects from inception to completion. The Landscape Foreman shall assist Designers with pre-install estimating and decision making, onsite layout, and efficient and precise installation and completion of each project. The Landscape Foreman is also responsible for crew management and coordination with the Landscape Facilitator.

### **Responsibilities:**

- Supervise, direct and manage crews for maximum efficiency and quality of work. Leads by example.
- Provide on the job training of crew to maximize quality, efficiency and safety practices. Strives to improve job skills and develop the potential of each crew member.
- Ensure that all tools and equipment are properly maintained and on site for maximum efficiency.
- Reports for duty at the designated location and time each day, ready to work. Ensures timely arrival on the job site by all crew members.
- Ensures all safety rules and company policies are followed by all crew members. Ensures all personal protective equipment is worn at times when equipment or job task specifies.
- Communicates clearly with the Landscape Designer, Landscape Facilitator and client as needed to ensure a smooth, efficient and quality product. Communicates production goals with crew members to ensure installation meets contract specifications.
- Maintains a comprehensive overview of each job to ensure the best possible profitability and quality. Provide end of day/end of job reports for Landscape Facilitator and Landscape Designer. Monitors and tracks job hours of all crew members and reports them in a timely manner to the Landscape Facilitator for payroll purposes and job cost accounting.
- Communicates potential changes or problems to the Landscape Designer. or Landscape Facilitator, in a timely manner and recommends potential solutions.
- Keeps trucks and tools neat, clean and in good working order. Enlists the help of all crew to assist in this task.
- Stocks and drives landscape vehicle to the jobsite. Must have current MN-DOT Health Card and valid driver's license on file. Follows MN-DOT standards of operation for all vehicles, trailers, etc.
- As needed, performs pre-install visits to job site at the request of the Landscape Designer to aid and assist with their design and estimating process.
- Previews future job sheets to familiarize with the project, plan necessary equipment, coordinate deliveries, prep crew, etc.
- Conducts weekly "stand-up" meetings with crew to cover items such as planting basics, safety practices, tool maintenance, further training, weekly plans, etc.
- Maintains a clean and safe job site at all times.
- Follows all safety rules, company policies and regulations.
- Completes other duties as assigned

**Requirements:**

- Must have one of the following: minimum of 2-year degree in horticulture or related field; 2 years prior experience as a crew foreman; or previous experience on the Tangletown Gardens landscape install crew.
- Valid driver's license and safe driving record.
- Ability to read drawings and plans.
- Excellent organizational, leadership, and time management skills.
- Ability to communicate and report effectively.
- Problem-solving abilities.
- Good physical condition, manual dexterity and stamina.
  - Able to bend, kneel, walk, stand, crouch for long periods of time during the workday.
  - Able to lift 60-80 pounds repeatedly throughout the workday.
  - Able to work in all outdoor conditions: heat, cold, humidity, rain, dust, mud, etc.
- Positive outlook, 'can do' attitude and a team player.
- Flexible work hours, scheduled weekly, Monday – Friday, and generally between the hours of 7:30am and 6:30pm. Weekends or overtime on an as-needed basis.

**COMPENSATION AND BENEFITS:**

- Competitive hourly rate based on experience and performance
- Paid Time Off (PTO) per the company plan
- Medical Insurance: This position qualifies for the Tangletown Gardens health insurance plan so long as the individual is able to meet the minimum hour requirements. Tangletown Gardens will cover 50% of the total monthly premium for the individual.
- Small Summer CSA membership (18 weeks during the growing season)
- 25% off Discount at Tangletown Gardens
- 25% off Discount at Wise Acre Eatery

**About Us:** We offer a unique work environment in which our Tangletown Gardens Farm, Design Team, and Garden Center are intertwined to offer our guests the unique experience they find at Tangletown Gardens. We take pride in our holistic approach to running our Garden Center. We sustainably grow much of the outdoor plant material sold in our Garden Center at our 140 acre farm in Plato, MN, keeping it truly local, and offering guests the very best selection in the Upper Midwest. Our Garden Center is also brimming with distinctive pottery, unusual plants and trees, interesting houseplants and one-of-a-kind pieces from near and far, that helps to set us apart from others. If you are looking for a truly rewarding and unique job, Tangletown Gardens is the right place for you. We are proud of our Tangletown Team that has evolved through the years and pride ourselves on providing our guests a unique and inspiring Garden Center experience, going beyond the ordinary, and constantly evolving to make Tangletown Gardens better each and every year.

**Tangletown Gardens is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.**