



Hardscape Foremen

Summary: To be the crew leader that leads by example on a daily basis while representing your crew and your company to the best of your abilities.

Job Duties:

- Be able to read and interpret hardscape plans properly
- Read all work orders for the day thoroughly prior to leaving the shop, be sure to check for any and all special instructions and be sure that you have loaded all necessary materials and supplies for the day. Always double check plant list on work order vs what has been loaded into the truck
- Knock on the door of each customer prior to starting work, introduce yourself and explain what you will be doing for the customer. On the last day when the job is complete knock on the door to inform the customer that you are finished and wish them a good day (i.e. Hello Mr. Smith, I am Fred with Franco Landscaping, how are you today? My crew and I are here today to install your new paver patio. I see here on my work order that you need a piece of conduit installed under the patio for a electrical line for a future hot tub...then when the job is done, Hello Mr. Smith, I just wanted to let you know we have finished your paver patio and the conduit is all set for your electrical line, have a great day)
- Develop a plan of attack for each job to get it done as efficiently as possible while maintaining a high level of quality work
- Be the clear leader of your crew by maintain a positive, motivating , and uplifting work environment
- Being accountable for all of your equipment and being mindful to lock it up when necessary
- Report any damaged/broken down/faulty tools so that they can be replaced or fixed
- Properly fill out all work orders with ample detail including date, start and stop times, number of crew members, and any add-ons that were not on the work order
- Attend any and all training/educational classes requested by your company
- Always practice and teach proper hardscape techniques and adhere to ICPI and NCMA standards
- Always remove all utility flags from the customers yard once our job is complete
- Always return all tools to their proper locations at the end of the day, top off all vehicles used with fuel, and make sure they are cleaned out properly
- Promote the companies mission statement and values on a daily basis