



## **Install supervisor/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:**

- 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. Once 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 landscaping around the house. I see here on my work order that you have some existing hosta's and hydrangeas that we are going to transplant....then when the job is done, Hello Mr. Smith, I just wanted to let you know we have finished installing your landscaping and the hosta's and hydrangeas have been transplanted successfully, 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 install techniques (i.e. never plant any tree with the root flare buried, never leave plant tags on plants, never put less than 2-3 inches of mulch on new landscape beds, etc.)
- Have a high knowledge of plant types and their characteristics so that you can be an informational source for the customer and a teacher to the team members
- Always remove all utility flags from the customers yard once our job is complete
- Always leave appropriate watering instructions with every customer
- 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