



Maintenance 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
- 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 re-edge and mulch your landscape beds. I see here on my work order that you have a few trees out here in the front yard that you wanted to have mulch rings installed around....then when the job is done, Hello Mr. Smith, I just wanted to let you know we have finished edging and mulching your bed and we installed the new mulch rings around the front trees for you, 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 maintenance techniques (i.e. never use hedge trimmers on a shrub rose, never cut bed edge on a property without locating the cable line, never trim an evergreen shrub below/past the edge of greenery because it will not come back, etc.)
- 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