



## **Landscape Construction Foreman/Supervisor**

Full Circle Design & Remodeling

El Cajon, CA 92020

### **Job Description:**

The Landscape Construction Foreman/Supervisor is responsible for overseeing all on-site aspects of landscape construction projects.

Previous experience as a Landscape Construction Foreman is required.

### **Core Capabilities:**

- Responsible and dependable
- Well organized
- Punctual, always on time.
- Computer literate
- Excellent problem solver
- Effective communication skills, verbal and written

### **Job Duties:**

- Manage the execution of construction projects, planning labor requirements, equipment requirements, material deliveries, and timing, to ensure completion of job(s) within project deadlines.
- Manage safety, quality and productivity of work at sites and/or shop/yard.
- Assist in the preparation of jobsites prior to the beginning of a project.
- Supervise, coordinate, and schedule the day to day work activities of a landscape construction crew.
- Delegate job tasks to appropriate crew members to assist in the completion of landscape projects.
- Participate in recruitment activities by conducting secondary interviews with potential job candidates.
- Conduct on-site orientations with new employees and employees in new positions, which cover all company health and safety policies, practices, and procedures.
- Operate various tools and equipment, including: heavy equipment, chainsaws, jackhammers, laser levels, measurement equipment, shovels, hammers, drills, etc.
- Assist in the construction of walkways, fences, decks, posts, etc.
- Perform preventative maintenance on tools and equipment by conducting inspections, lubricating, and cleaning on a daily basis.
- Read and interpret blueprints, structural drawings, and specifications to delegate/complete work activities.
- Meet with subcontractors and supervise quality, efficiency, and deadlines.
- Complete and submit all required paperwork on a daily basis, including: daily site meeting logs, crew daily forms, equipment daily inspection forms, attendance tracking, time and materials billing summaries, requests for time off, etc.
- Comply with all company policies and regulations.
- Maintain and enforce standards of cleanliness and organization in assigned trucks, trailers, equipment, jobsites, and shop/yard areas.



- Ensure that all work activities are carried out in a safe and efficient manner, and that all crew members are in compliance with government and company standards.
- Enforce and work in accordance with all local health and safety laws and regulations at shop/yard and on jobsites.
- Employee training.
- Communicate with customers in a polite and courteous manner.

**Requirements:**

- High School Diploma, GED or equivalent
- Minimum of 5 years' experience in the landscape/construction industry (prior experience as a Landscape Foreman is required)
- Capable of operating required equipment and tools in a safe and responsible manner  
Effective communication skills (both verbal and written)
- Ability to work under pressure and tight deadlines
- Great Time management skills
- Ability to read and interpret blueprints and specifications
- Must possess a valid CA driver's license
- Knowledge of specific materials, methods, tools and equipment required to complete various landscape/construction practices
- Speak, read, and write English (ability to speak Spanish as well is also beneficial)
- Carry and use a smart phone or data-enabled device for communication and reporting