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Job Title: Hardscape Foreperson

Company: Serene Landscape Group

Department: Operations

FLSA Status: Non-Exempt

Location: 350 S. Mill St.
Plymouth, MI 48170

O.T. Eligible? Yes

REPORTS TO: Production Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Manage crew and equipment, as well as making sure paperwork is complete and accurate
- Operate and train others in the use of power tools and equipment
- Read plans and schematics for each project
- Train and mentor new crew members
- Drive company vehicles and/or direct report to project sites as determined by Operations

Secondary Responsibilities:

- Maintain communication with both the Account Manager and Production Manager during the project
- Participate in other projects when needed
- Calibrate equipment when needed
- Must perform at budget level as well as execute proper time management

Required Job Qualifications:

It is essential that the Hardscape Foreperson shares the core values of the company. In addition, the Operations Manager must possess all the following requirements:

- Two to Five (2-5) years of Hardscape/Landscape Construction experience
- proficient with the use of technology
- Proficient with the use of business technology, software applications and quantitative business analysis.
- Outstanding interpersonal, social, and networking skills
- Outstanding written and verbal communication skills in the English language
- Outstanding organizational and multi-tasking skills
- Self-motivated individual who sets own personal and professional goals
- Detail-oriented to capture, organize and follow-through on information in a fast-paced environment.
- Team-oriented to be a unifying force
- Continually seeks improvement, knowledge, certifications, etc.
- High level of accountability for results to ensure deliverables are met
- High level of accountability for the customer relationship to ensure satisfaction and retention

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- Tenacious drive – able to fail at times but recover quickly and continue pressing forward
- Valid driver’s license and insurable
- Valid Michigan Department of Transportation (MDOT) medical card
- Able to lift 80 pounds
- Willingness to fully participate in the company’s snow program

Preferred Qualifications

- Five (5) years of landscape experience
- High proficiency with the use of business technology, and software applications
- Completion of applicable industry certification programs and certifications in good standing.
- Extensive experience with the use of CRM programs – able to champion the implementation of a CRM program and teach others.

Hazards

- Work during and outside of traditional hours of operation (i.e. Nights and Overnights during a Snow Event).
- Work near or about natural bodies of water.
- Work in extreme conditions (hot and cold), as well as direct sunlight for extended periods.
- Ability to lift, carry, load, unload burlaps, bags, and plant cuttings up to 50 lbs.

Physical Requirements:

Key:									
Rarely = less than 10%									
Occasionally = up to 33%									
Frequently = up to 66%									
Continuously = 67% to 100%									
Activity:	R	O	F	C	Activity:	R	O	F	C
Standing			X		Seeing				X
Walking			X		Reading			X	
Sitting		X			Reaching			X	

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Stooping		X			Range of Motion				X
Kneeling		X			Hearing – Speech Range				X
Squatting			X		Depth Perception			X	
Body Twisting			X		Color Vision			X	
Crawling	X				Lifting		X		
Sense of Touch			X		Carrying		X		
Manual Dexterity				X	Pushing		X		
Speaking Clearly			X		Pulling		X		
Seeing Distant				X	Climbing Ladders	X			
Climbing On/Off Truck		X			Climbing Stairs			X	
Climbing Poles	X				Balancing		X		
Gripping			X		Lifting Up to 10 lbs.			X	
Lifting Over 10 lbs. to 50 lbs.				X	Lifting Up to 50 lbs.			X	

Individuals must be able to perform the essential functions of the position with or without a reasonable accommodation. Individuals with a disability who desire a reasonable accommodation should contact the Human Resources Manager at 734-416-9602.

Serene Landscape Group is an Equal Opportunity Employer, including disabled and vets.

Revised 09/18/2020

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