



## **DIVERSIFIED LANDSCAPE CO.**

33601 Washington Street  
Winchester, CA 92586  
(951) 926-7444 Fax (951) 926-7440

### **JOB DESCRIPTION**

#### **FIELD FOREMAN**

**Department:** Landscape Department

**FLSA STATUS:** Exempt

**REPORTS TO:** Field Superintendent- Inland Empire/Orange Co LA/San Diego

**Location:** Project worksite

**Summary:** Under the direct supervision of the Field Superintendent, the foreman will have overall supervision and responsibility for the effective utilization of personnel and equipment on assigned projects. Must be proficient in performing complex tasks of landscape construction, maintenance, irrigation systems, advanced pruning and trimming skills, and demonstrate the ability to work within the quality and performance standards of the company. Must be familiar with the Green Book and Section 20, Standard Plans and Provisions. This position also is responsible for field level supervision of all work crew members assigned to the respective area projects.

**Essential Duties and Responsibilities** include the following:

- Implement Company Safety programs
- Supervise, train, support and evaluate assigned personnel
- Supervise and provide technical assistance on irrigation, maintenance and/or construction activities as required
- Coordinate with the Area Superintendent in planning and coordinate delivery of equipment, supplies and materials
- Read and interpret plans and specifications as they pertain to building projects
- Schedule work crews for specific assignments and inform the Area Superintendent of the assignments
- Plan, monitor and assist tasks performed by crews while engaged in repair and maintenance of irrigation, landscape and related facilities
- Plan, monitor and assist planting/replanting, pruning, mowing, care and treatment of shrubs, turf and trees
- Supervise and assist as required in the eradication of undesired plants

- Plan, monitor and assist with the chemical spray program as it applies to the project
- Complete and maintain a variety of records and reports, in written and computerized forms
- Verify and submit Daily Work Sheet reports as required
- Assist in the budget preparation and implement the appropriate budgetary measures on assigned projects
- Utilize personal computer for communicating, sending records and reports
- Interact with customers and contractors as required

**Miscellaneous:**

- Authorize and coordinate the replacement of damaged/broken vehicles and equipment at the job sites
- Coordinate with the Maintenance Manager for scheduled maintenance of vehicles and equipment
- Establish effective communications with Project Manager(s), Field Superintendent, other foreman, customers, subcontractors and prime
- Coordinate with Field Superintendent for personnel needs to include interviews and make recommendations for hiring or termination of personnel
- Complete performance evaluations on Assistant Foreman and crew members as required
- Only use the company gas credit card on company equipment
- Dispose and replace unsafe tools and equipment
- Perform other landscape maintenance duties as assigned
- Use company cell phone for official business

**Qualifications/Requirements:**

- Thorough knowledge of vehicle and equipment utilization and repair
- Bilingual with excellent written and verbal skills
- Punctual
- Able to work with minimal supervision
- Knowledge of Microsoft Office system (Word, Excel)
- Ability to multi-task
- Able to lift up to 75 lbs
- Professional work apparel

**Education/Experience/Requirements:**

- High School Diploma or GED
- Sufficient years of operational experience in a large-scale landscape operations to demonstrate knowledge and abilities, to include supervisory responsibilities

- Posses a valid Class C drivers license
- Pass a drug, DMV and background

**Date:** \_\_\_\_\_

**Employee Signature** \_\_\_\_\_

Reviewed/Approved \_\_\_\_\_

Date \_\_\_\_\_