



LANDSCAPE FOREMAN

JOB DESCRIPTION

Job Code:	9102	Employee Type:	Full-Time, Seasonal
Reports To:	Operations Supervisor	Prepared By:	Abigail Tietjen
FLSA Status:	Non - Exempt	Approved By:	David Moss
Department:	Operations	Date Approved:	4/21/2021

Summary

Responsible for organizing each shift's crew to perform daily landscaping activities and responsibilities for the Village at Copper (VAC) & Copper Mountain Resort Association (CMRA). The Landscape Foreman should be constantly expanding their horticulture knowledge, be a keen problem-solver, and possess excellent communication skills to crew members, management team, stakeholders and business partners of the VAC/CMRA.

Essential Duties and Responsibilities

- Delegate tasks and oversee the use of tools and equipment
- Recruit and train new crew members
- Create weekly schedules to ensure proper staffing levels
- Assess progress and make recommendations
- Ensure all crew members obey health and safety regulations at all times
- Complete landscape design and construction
- Oversee maintenance of lawns and gardens, ensure proper use of pesticides, fertilizers, and other chemicals
- Complete inventory checks & equipment inspections
- Prepare spreadsheets & other documents as needed
- Provide cost, material, equipment, and time estimates upon request
- Schedule and complete training sessions when required
- Multitask and complete all responsibilities in a timely manner

General Responsibilities and Duties

Must be able to work 40+ hours per week starting in May until October
 Delegate tasks and work alongside crew to complete projects and daily needs
 Maintain high standard of customer service and member satisfaction according to company goals
 Continue education and take specialized trainings to maximize job efficiency and potential
 Other Duties as assigned

Qualifications

High School Diploma or higher (Horticulture degree preferred)
 2+ years of previous experience in related field
 Relevant certificate may be required
 Drivers license with clean driving record
 Extensive knowledge of landscaping tools and equipment including but not limited to mowers, chain saws, skid steers, roto tillers
 Previous on-the-job training as a landscape crew member
 Prior leadership experience
 Ability to provide clear written and verbal instructions
 Experience with irrigation systems
 In-depth knowledge of horticulture
 Adequate knowledge of Microsoft Office
 Highly adaptive and must be a resourceful individual
 Strong time management and organizational skills
 Must be able to lift and carry items up to 50lbs