

# **Knapp Valley Gardens**

## **Lawn and Landscape Maintenance Foreman**

### **Summary:**

The Lawn and landscape Maintenance Foreman is responsible for performing work tasks in order to manage the timely completion of grounds maintenance service contracts. The maintenance foreman will supervise a crew of laborers and operate a variety of tools and equipment to carry out specified job tasks and provide daily progress reports on job time and cost data.

### **Core Capabilities:**

- Customer and quality focus
- Effective communication skills (both verbal and written)
- Problem solving skills
- Team player
- Positive attitude
- Responsibility and dependability
- Honesty and integrity
- Respectful to co-workers and customers

### **Job Duties:**

- Plan and manage labor, equipment and materials to complete daily objectives
- Cut grass, trim edges, blow trimmings, and perform other lawn care duties
- Prune trees and shrubs, install mulch, and other grounds maintenance duties
- Prepare and install planting beds and other landscape enhancements
- Operate power equipment including lawn tractors, lawn mowers, line trimmers, blowers, hedge trimmers, pruning saws, sod cutters, chain saws, and snow blowers
- Supervise the work of crew members for proper safety, quality, and productivity
- Inspect all work for quality to eliminate the need for return visits and/or re-work
- Train crew members on proper and safe job methods
- Complete and submit all required paperwork on a daily basis
- Maintain and enforce standards for assigned trucks, equipment, jobsites, and shop
- Comply with all company policies and regulations
- Communicate with customers and staff in a polite and courteous manner

### **Requirements:**

- Minimum 3 years' experience in the lawn / landscape maintenance industry
- Capable of operating required equipment and tools
- Effective communication skills – both verbal and written
- Knowledge of materials, methods, tools and equipment required for projects
- Ability to work both independently with little supervision, and as part of a team
- Must possess a valid driver's license with a Chauffeur's or CDL rating.
- Use a smart phone or tablet for communication
- Ability to lift a minimum of 35 lbs. repeatedly through an entire work shift
- Work outdoors in various conditions including heat and humidity, rain, and cold
- Flexible working hours including occasional weekend work

---

**Knapp Valley Gardens    4100 Knapp St NE    Grand Rapids, MI 49525**  
www.knappvalley.com    info@knappvalley.com    616-363-8086