

WALLACE'S SUPERIOR OUTDOOR SERVICES

Position Description

Job Title: Crew Foreman

Reports to Production Manager

SUMMARY: Leads and supervises General Labor to provide quality lawn care, landscaping and snow removal services to residential and or commercial clients.

DUTIES AND RESPONSIBILITIES: Includes but is not restricted to the following. Other duties may be assigned.

Maintains a positive attitude and is a builder within **WALLACE'S SUPERIOR OUTDOOR SERVICES**.

Sets and works toward achieving professional and personal goals.

Supervises and performs lawn care or landscape and snow removal services according to proper safety procedures, equipment instructions, and company policy.

Supervises crew to insure that each member fulfills their assigned duty, understands each job procedure, follows all safety procedures, maintains efficiency and high work quality, and has adequate work load at all times.

Regulates crew time schedule including lunch and breaks.

Performs daily truck and equipment inspections before and after the day's route.

Drives company vehicle to client location.

Arrives at shop on time each morning to gather route sheet and daily information. Times vary, please check with your supervisor.

Gathers necessary equipment and organizes route prior to starting. Returns completed route sheet at end of day.

Tools that are lost or stolen are the responsibility of the crew foreman. Should a tool not be recovered, replacement may be the responsibility of the crew foremen. The financial responsibility for a lost or stolen tool will be determined on a case-by-case basis by the owner and respective managers.

Should a necessary tool or piece of equipment be left at the shop when it is needed for a job, the time it takes to retrieve such item may be deducted from the crew foreman's time card. It is key that all necessary tools and equipment be present at the

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commencement of each job. Again, time deductions will be determined on a case-by-case basis by the owner and respective managers.

Responds in a timely manner to client's requests for service calls.

Supervises and maintains vehicle and equipment through cleanliness, safety and general maintenance.

Maintains first aid kit in assigned vehicle.

Collectively maintains shop cleanliness along with other **WALLACE'S SUPERIOR OUTDOOR SERVICES** personnel.

Communicates effectively with Production Manager to receive route sheets and special instructions and to report problems with equipment, clients, route, crew, and other issues. Communicates effectively with Crew Assistants to discuss instructions and issues.

Assumes duties and responsibilities of General Labor.

I have read the foregoing document and understand the rules and regulations outlined. I agree to the terms as set forth in the position description for a crew foreman.

I understand that I am being placed in a position of leadership and responsibility. I will strive to be an example for my crew members both in character and in work ethic.

Team Member Name

Date

Team Member Signature

Supervisor Signature