

Landscaping Foreman Job Description Template

Company Overview

Brief company background, mission, and work environment description. Mention available opportunities for advancement and professional development.



Position Overview

We're seeking an experienced landscaping foreman to join our growing landscaping business. In this role, you'll lead our crews to create exceptional outdoor spaces, managing projects from implementation through to completion. As the primary point of contact for clients, you'll represent our company and maintain clear communication throughout each project.

The ideal candidate will have extensive knowledge of landscaping tools, techniques, and practices, as well as prior management experience.



Key Responsibilities

Project Management:

- Supervise landscape installation, maintenance, or construction projects from start to finish.
- Direct daily work activities for landscaping crews, including assigning tasks or monitoring progress.
- Interpret landscape designs, blueprints, and work orders to ensure proper execution on-site.
- Advise customers on landscaping options, including budgeting for maintenance costs.
- Create project timelines and schedule crew members as necessary.
- Coordinate crews across multiple job sites, including making adjustments for weather events.
- Uphold quality standards across landscaping projects, conducting spot checks of field work.
- Maintain clear, timely communication with crews and clients to manage expectations and coordinate logistics.
- Track job costs for projects, ordering materials and supplies as necessary.
- Maintain thorough documentation across all projects using business management software.
- Inspect and maintain landscaping vehicles and equipment.
- Train, mentor, and evaluate crew members to build team skillsets and ensure a productive work environment.

Landscaping Tasks:

- Conduct landscaping and grounds maintenance tasks as necessary.
- Operate landscaping equipment, including hand tools, safety equipment, and vehicles.
- Maintain lawns, gardens, and ponds with techniques appropriate for the season and climate.



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- Apply fertilizer, pesticides, and other chemicals using proper safety protocols.
 - Install and maintain irrigation systems.
 - Install hardscaping, including concrete walkways, decks, and patios.
 - Address and resolve customer concerns in a timely fashion.

Qualifications & Skills

- **Education:** Associate degree in landscaping, horticulture, or related field preferred.
- **Experience:** 3–5 years of landscaping experience, with 2+ years of supervisory experience preferred.
- **Physical Requirements:** Ability to lift up to 80 lb. and carry materials across job sites, operate heavy equipment, and work outdoors in all weather conditions for extended periods.
- **Certifications:** Commercial driver's license, pesticide applicator license, first aid/CPR training, and OSHA safety certification.

Skills:

- Strong leadership and crew supervision.
- Knowledge of irrigation systems, planting techniques, and hardscape installation.
- Ability to read landscape plans and blueprints.
- Competence in operating and maintaining landscaping equipment.
- Time management and ability to prioritize tasks on multi-phase projects.
- Conflict resolution and communication skills.
- Basic administrative abilities (logging time, completing site reports, inventory tracking).



Working Hours

- **Employment Type:** [Full-time/Part-time]
- **Schedule:** [Days/hours, e.g., Monday-Friday, 6:30 a.m. – 3:00 p.m.]
- **Seasonality:** [Year-round/Seasonal]

Compensation

- **Pay:** \$[X-Y]/hour
- **Benefits:** Health insurance, 401(k), paid time off
- **Additional:** [Overtime pay/bonuses as applicable]

To apply, please submit your resume and cover letter to [contact information].

