



# Sequoia Landscape Services, LLC

## Job Description

### Landscaping Maintenance Foreman

#### **Duties**

- Oversee various landscape crew maintenance duties including but not limited to mowing, raking, yard clean-up, hedge trimming, pruning and mulching.
- Be willing to travel with the landscape crew to job sites in service area.
- Supervise crew members and train them to learn how to perform duties independently.
- Participate in company provided training opportunities.
- Identify and report to owner potential opportunities for additional business.

#### **Skills**

- Three to five years' experience in landscaping maintenance. General knowledge of landscaping maintenance practices.
- Must have the ability to lead a crew onsite to ensure proper and efficient completion of work as well as maintaining professional conduct at all times.
- Excellent customer service skills with desire to exceed customer expectations.
- Ability to learn and to work independently in a timely manner, making sure job is done efficiently and correctly the first time.
- Ability to effectively communicate with clients regarding projects in a professional manner.

#### **Other Requirements**

- Well groomed, neat appearance
- Valid Drivers Licence
- Valid social security number
- Must be able to pass drug test(s) as required by company
- Lift up to 50 pounds; be able to push, pull, carry or maneuver heavier items (with additional manpower or appropriate devices).
- Ability to operate maintenance equipment as noted in duties.
- Observe all company procedures and safety rules
- Maintain accurate time records and job logs
- Work as part of our team to ensure customer satisfaction