

**Summary:** The Landscape Installation Field Supervisor (LIFS) oversees the Landscape Crew Leaders and the installation of hardscape and landscape projects on a daily basis while interfacing with clients, subcontractors, and suppliers. The LIFS must keep the Operations Assistant and GM apprised of progress and issues that happen out in the field. This will be accomplished by performing the following tasks:

**Objective & Responsibilities:**

- Continually updates Operations Assistant, Designers and GM of field performance
- Continually coordinates with Crew Leaders on schedule, staff, quality and training
- Oversees the production of up to four jobs simultaneously
- Holds a daily morning huddle to ensure the crew's success
- Ensures that all installations are kept on schedule and on budget
- Interfaces with subcontractors to ensure timely and accurate completion of work
- Process change orders as job changes arise (client approval)
- Provide daily job sheets, load lists, crew goals and maintain all company checklists
- Perform final site review and punch list with crew leaders and clients
- Ensures all safety procedures are followed
- Ensures all equipment and tools are maintained properly
- Properly reports and documents all accidents
- Conduct training visits as needed
- Evaluates crew leader performance
- Fill in for production on crews as needs arise
- Interfaces with clients to resolve issues
- Thoroughly understands and complies with company policies and procedures
- Assist in the development and implementation of the company strategic plan
- Work with production team on snow removal operations during the winter months

**Accountability:**

- ✓ Landscape division budget and gross profit goals.
- ✓ Timely punch list completion.
- ✓ Staff development and training.
- ✓ Job quality and client satisfaction





**Landscape Installation Field Supervisor**  
*Efficient installations and care in the craftsmanship*

**Direct Reports & Relationships:**

- The LIFS will report to the Operations Assistant on a daily basis.
- The LIFS will work closely with GM, Design Team, Yard and Nursery Managers, and Fleet Mechanic
- The LIFS will manage 4 direct reports

**Experience, Skills & Education:**

- 6+ years working in the field on hardscape and landscape crews
- High school diploma required
- ICPI and/or green industry certification
- Strong math skills – experience in gathering take-offs and estimating work
- Experience in leading, organizing and managing multiple people
- Working knowledge of fleet equipment and trucks used in the industry.
- Valid driver's license and clean driving and criminal record.
- Bilingual in English and Spanish is a PLUS
- Excellent written and verbal communication skills.
- Ability to maintain a professional, positive and charismatic demeanor at all times.

**Working Schedule:**

- Willing to work long hours as necessary to accomplish set goals
- Crews arrive at 7:00am or earlier – LIFS should be first in and last out when needed
- Must have the ability to operate equipment, trucks and lift up to 80lbs.
- Must be comfortable with a highly seasonal job and enjoy the change of pace

**Compensation & Benefits:**

- Total compensation of \$55,000 - \$62,000+ DOE
- Incentive structure allowing for additional earnings
- 2+ weeks PTO (no vacation from March 15 – June 15)
- Paid holidays (total of 10)
- Cell phone included (unlimited plan)
- Yard & service discounts for immediate family
- Simple IRA plan available after one year (3% match)
- Health and dental insurance available after 60 days
- Half price zoo memberships
- Health membership reimbursement
- Paid parental and bereavement leave



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