

# Foreman / Supervisor

**FLSA Status:** Full-Time Non-Exempt  
**Company:** Jay-Crew Landscape, Inc.  
**Reports To:** Property & Service Superintendent



## **COMPANY OVERVIEW**

Founded in 1996 and with offices in Indianapolis and Muncie, Jay-Crew provides full-service maintenance including Mowing, Landscape Maintenance, Landscape Enhancements, Lawn Care, Irrigation, and Snow Removal for commercial clients. Jay-Crew serves entities such as Industrial Properties, Office Complexes, Homeowner Associations, Retail Locations, Apartment Complexes, and Health Care Facilities. Our mission is to build lasting impressions through remarkable service on every project with a vision of being the most trusted landscape company by the clients we serve. Each decision we make is shaped by our values of Honesty, Pride, and Professionalism.

## **POSITION SUMMARY**

The Foreman / Supervisor is responsible for all aspects of year round landscape maintenance, new commercial landscape installation, snow & ice management, and equipment operation in connection with commercial projects for our clients in and around our Muncie and Indianapolis locations. Foreman/Supervisors direct crews to ensure a high-level of service to customers, maintains budgets for time and materials, oversees the use of equipment and materials, and assists personnel as needed. They must also have a strong work ethic, enjoy working outside, and have the ability to lead teams.

## **OBJECTIVES**

### **1. Project Management**

The Foreman / Supervisor is critical to maintaining an efficient workforce and in turn, excellent client relationships. They are responsible for communicating with other members of the Jay-Crew team, including Crew Members and office personnel, to ensure the client's expectations are met on each and every project.

### **2. Client Service**

In business for nearly two decades, we have loyal clients who we service and renew annually. Client retention rate is a key factor in succeeding in this role. Strong communication and relationship development skills are a must.

## **EDUCATION & EXPERIENCE NEEDED**

- Required – High School Degree or equivalent
- Minimum of one year of hands-on field experience or one-year supervisory experience

## **KNOWLEDGE & SKILLS NEEDED**

- Communicate clearly with a wide range of people including clients, vendors and Crew Members
- Able to identify problems and resolve them in a timely and appropriate manner
- Must have good time management skills and the ability to manage multiple tasks and demands
- Must be able to prioritize and plan work to maximize efficiency
- Follow-through on pending items to ensure timely completion
- Complete paperwork accurately and timely
- Must be adaptable and flexible in dealing with a wide variety of people
- Must be able to read and write

## **PRIMARY DUTIES AND RESPONSIBILITIES**

- Maintain loading time in the morning to ensure timely departure from the shop
- Ensure all necessary paperwork, equipment and materials needed to perform the current job are loaded prior to leaving the shop
- Motivate and ensure an efficient workforce to meet or beat budgets for time and materials.
- Responsible for quality control to ensure a high-level of service to the client
- Maintain a safe working environment for all crew members, clients, and the general public

- Responsible for training of Crew Members
- Ensure safe and efficient operation of all equipment
- Develop and recommend improved work methods and standards
- Responsible for timely and accurate paperwork completion and submission
- Ensure all tools, equipment and trash is removed from trucks at the end of each day
- Responsible for reporting defects with trucks/equipment to Shop Manager
- Responsible for reporting to Operations Manager any complaints from clients, citizens or Crew Members
- Perform all other duties as assigned

### **SUPERVISORY RESPONSIBILITIES**

Responsible for overseeing Crew Members

### **PHYSICAL REQUIREMENT OF THE POSITION**

While performing the duties of this job, the employee is regularly required to stand, walk, crouch, stoop or kneel; reach with hands and arms; talk and hear. The employee must regularly lift and move up to 80 pounds. Specific vision abilities required by this job are dictated by the Indiana Driver's License requirements.

### **MENTAL REQUIREMENTS OF THE POSITION**

Must understand vague and implicit instructions and react favorably in all work situations; must be mentally adaptable and flexible in dealing with a variety of people. Employee must be knowledgeable in office procedures and customer service and be able to answer questions in a professional and friendly manner.

### **WORKING CONDITIONS**

Typical work week requires 40-50 hours. Position requires additional hours when necessary to complete special projects or to respond to client requests. This role includes traveling within a prescribed market area and includes work outside.

### **COMPENSATION**

This position is full-time, and compensation includes a competitive wage and benefits plan.

The specific statements shown in each section of this description are not intended to be all-inclusive; they represent typical elements and criteria necessary to perform the duties of the job successfully. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin. We are also an equal opportunity employer of individuals with disabilities and protected veterans.

**THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT**