



LANDSCAPE INSTALLATION LABORER - JOB DESCRIPTION

ESSENTIAL RESPONSIBILITIES AND QUALIFICATIONS

- HELP ASSISTANT FOREMAN IN ALL DAILY OPERATIONS OF INSTALLATION PROJECTS INCLUDING LOADING TRUCKS, DRIVING, USING ALL HAND TOOLS AND MACHINERY TO COMPLETE LANDSCAPE INSTALLATIONS, HELP TO ENSURE THE SUCCESS OF ALL PROJECTS START TO FINISH
- MAINTAIN A NEAT, ORDERLY, AND PRESENTABLE JOB SITE THROUGHOUT DURATION OF ALL PROJECTS. THIS SHOWS CLIENTS THAT WE ARE ORGANIZED, HELPS TO KEEP THE JOBSITE SAFE, AND ALLOWS FOR CLEAR MINDED ENVISIONING OF THE PROJECT DETAILS
- ACTIVELY LISTEN TO AND FOLLOW DIRECTIONS FROM HEAD AND ASSISTANT FOREMEN AND ANY OTHER MANAGERS ON THE JOB SITE. RELAY INSTRUCTIONS TO OTHER TECHNICIANS AND LABORERS AND ACT AS AN EXAMPLE FOR ALL EMPLOYEES
- HELP TO SOURCE AND ACQUIRE MATERIALS IN ACCORDANCE WITH PROJECT SCHEDULES
- ASSIST IN MAINTAINING CONTACT WITH CLIENTS THROUGHOUT PROJECT, ANSWERING QUESTIONS, NOTIFYING OF ISSUES/PROBLEMS, PROVIDING DAILY UPDATES, SHARING SCHEDULES AND PROCESSES
- ASSIST IN KEEPING TABS ON ALL MACHINERY, EQUIPMENT, TOOLS, ACQUIRING NEW ONES AS NEEDED, AND ASSIST IN GENERAL MAINTENANCE OF TRUCKS, TOOLS, ETC.

GENERAL QUALITIES AND SKILLS

- ATTENTION TO DETAIL IN ALL ASPECTS OF WORK, ADMINISTRATIVELY AND IN THE FIELD
- MAINTAIN PROFICIENCY AND LOG DAILY NOTES IN ALL APPS AND PROGRAMS USED INCLUDING TRELLO, GOOGLE CALENDARS, WORKFORCE, ETC.
- CLEANLINESS AND ORGANIZATION ON THE JOB SITE, DURING WORK AS MAKES SENSE AND ESPECIALLY WHEN LEAVING FOR THE DAY
- ATTENTION TO SAFETY MATTERS, AWARENESS OF YOUR SURROUNDINGS, AND THINKING BEFORE ACTING
- MAINTAIN AND CARE FOR COMPANY EQUIPMENT, TOOLS, AND VEHICLES.
- ABILITY TO COMMUNICATE WELL WITH CLIENTS AND MAINTAIN GOOD COMMUNICATION WITH CO-WORKERS AND MANAGERS
- MAINTAIN A GOOD ATTITUDE AND BE A TEAM PLAYER ON THE BLUE SPRUCE CREW 