G&M Outdoor Services, LLC

PO BOX 1140
Monticello, MN 55362
(612) 875-2677
office@gmoutdoorservices.com
www.gmoutdoorservices.com

Landscaping & Excavating Foreman
Job Description

G&M Outdoor Services is looking for a motivated, determined and confident Foreman. This position will be part of our landscaping & excavating team working near the greater Big Lake area. Our ideal Foreman would be a leader by taking initiative, be accountable for each project's time management, and communicate effectively with operators and crew members. Join us and be part of a rewarding team that delivers superior landscape, excavating and snow removal services to our community.

We offer weekly foremen incentives (weekly goal bonus), weekly payroll, paid holidays (6 annually), company uniform, raises and bonuses based on personal skill growth and experience, and health insurance (available for full time employees).

Our Mission is to provide the best quality and customer service in our industry. Our Values as an organization is to create a safe, positive, and uplifting work environment that everyone wants to be in. Every decision we make is to empower us to provide our employees, customers, and community with the highest quality and experience every-time.

Please call Jamison for a immediate phone interview 612-655-1090

General Duties:

- Managing crew in all projects as assigned in Jobber and by Operations Manager.
- Ability to operate a Skid Steer, Bulldozer Excavator, and Front End Loader
- Hand dig around existing utilities when necessary
- Ensure the crew has the supplies, tools, and equipment to complete the job each day.
- Being honest, trustworthy and accountable for one’s actions, with a positive attitude.
- Wash and maintain vehicles and equipment
- Provide excellent customer service, while on the job and in the community.
- Exceptional communication with the Team, in person and over the phone and text.
- Team player
- Follow all safety procedures and safely operate equipment. Ensuring the safety of all members of the team at all times.
- Professional Interactions with vendors, customers, and fellow employees in a respectful manner, treating all with dignity and empathy.
- Conducting vehicle and equipment maintenance inspections to ensure safe vehicles and equipment going out on the job.

- Maintaining inventory of small tools and equipment, cleaning and greasing equipment daily.
- Attend weekly Safety Meetings
- November 1st - April 1st on call for snow related work, as needed
- Offer information as requested in Jobber timesheets as needed for payroll
- Completing Jobber updates daily pertaining to production, time management, and time allotted for each job
- Ensuring the team has the supplies, tools, and equipment to complete the job
- Credit Card expenses - Giving details on every transaction, for job costing - receipts turned into the office weekly
- Foreman weekly incentive program
- Any other duties as assigned by the Foreman and Operations Manager as necessary to get the job done

Specific Accountabilities Critical to the Success of this Position:

- Being able to complete work with efficiency and quality, that matches G&M expectations
- Exceptional communication with the Foreman, Operations Manager, Operations Administrator, and Crew Members
- Assist their team of crew members to meet safety, quality, and production goals
- Professional interactions with vendors, customers, and fellow employees in a respectful manner, treating all with dignity and empathy.
- Time management and organizational skills, setting oneself up as a leader within the team
- Working with Manager to create a personal schedule which allows for high production, while still training, leading and assisting the managing of crew
- Taking responsibility for any other tasks, or responsibilities, directed by Operations Manager

_____ _____

Employee Signature Date

_____ _____

Manager’s or HR’s Signature Date