

Role Description

Position Title: Landscape Builder - Foreman

Location: Nelson - Tasman

Reports to: Commercial Manager

Position Objective

To support the Commercial Manager (CM) with all aspects of landscaping and site management activity. To act as timber specialist on technical landscape build projects. To be a supportive and cooperative team member and ambassador for New Vision Landscapes (NVL). To coordinate and direct on site activities when required to meet client objectives and foster ongoing business success

Key Accountabilities & Expected Results

Accountability	Key Tasks Include (as required)
Foreman	<ul style="list-style-type: none"> Organise and manage the daily tasks and responsibilities of the landscape construction team as set by the CM. Set work objectives for your nominated crew. Complete Day Sheets correctly and attach all packing slips and invoices. Ensure new staff are trained in the use of Workflow Max and Smartly payroll. Ensure staff are entering their time and task entries daily into Workflow Max. Monitor budgets daily to ensure projects stay within budget. Communicate where appropriate with the Senior Managers regarding budget requirements, on site activities and issues, costs and scheduling. Communication with any NVL team member responsible for job costing regarding on site activities, costs and scheduling. Mentor staff and develop trade skills of crew members. Lead by example and adhering to all NVL company policy and procedures. Be responsible for maintaining allocated vehicle, equipment and tools. Have clear on-site communications with clients. Manage conduct and workflow of crew members. Responsibility for quality control and overall standard of finished work.
Landscaping	<ul style="list-style-type: none"> Act as a timber specialist expert. Assist and supervise the construction of decking, fencing, retaining walls, courtyards and other hard landscaping structures. Organise necessary site requirements for the day ahead. Construct other landscaped environments including rock work, barking and stone laying, site preparation and planting. All paving duties including measuring and digging the area to be paved, level and prepare the surface for paving, cement edges of the paved area and laying and cutting paving stones to their correct size. Prepare the soil and lay Readylawn.



	<ul style="list-style-type: none"> • Install garden lighting, irrigation and ornaments. • Safe operation of equipment i.e., compactor, Kanga, diamond saw, cement mixer and other general landscaping equipment. • Ensure materials and goods received from suppliers are in spec. • Dig trenches and lay pipes or cables for drains and other services. • Any other reasonable duties in line with the demands of a business that requires flexibility at times in order to deliver high levels of customer service. • All other hard and soft landscape duties. • Maintenance of tools and equipment.
Data Entry	<ul style="list-style-type: none"> • Enter a break-down of your time spent on each job and task into the Workflow Max App.
Health & Safety	<ul style="list-style-type: none"> • Reporting on HS incidents. • Assist with creating site HS plans. • Assist with creating HS processes. • Following all company and legislative HS requirements.
Other	<ul style="list-style-type: none"> • Any other reasonable duties in line with the demands of a business that requires flexibility at times in order to deliver high levels of customer service. • Act in a manner that best represents the NVL brand at all times.

Important Working Relationships
<p>Internal</p> <ul style="list-style-type: none"> • NVL Management • Foremen • Crew members • NVL administration staff. <p>External</p> <ul style="list-style-type: none"> • Potential and existing customers • Suppliers.

Minimum Experience/Qualifications Required
<ul style="list-style-type: none"> • 5+ years' experience in landscaping or construction • Relevant trade qualifications • Trade tickets • Class 1 License (Full).



Skills & Personal Attributes Required
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| <ul style="list-style-type: none"> • Recognise that our customers are critical to our business and our service should meet or exceed expectations. • Good public relations skills. • Be physically fit. • Ability to work within and be part of a team. • Must be able to work safely with a minimum of supervision. • Positive attitude and willingness to complete work to a high standard. • Ability to be proactive, innovative and observant. |
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Declaration (please read and sign below)

I confirm that I have read and understood this Role Description in full. If I have any questions as to its content or what is expected of me in future I will seek guidance from my Manager.

Employee Name (please print)	
Employee Signature	
Date of Signing	

