



## Join a hard-working team of landscaping professionals!

Primary Grounds has been delivering exceptional landscaping services for over 25 years. Our full-service landscape company provides Lawn Care Treatment & Maintenance, Landscape & Hardscape design and installation, Grounds Care, Seasonal Floral design & installation, Holiday Lighting, and Snow Removal for commercial and residential properties in and around Indianapolis.

We strive for excellent customer service and take good care of our employees. We are dedicated to employee safety and development.

### **We offer competitive benefits:**

- Full time, with year-round opportunities
- \$18-\$23 per hour depending on position and experience
- \$1,000 sign on bonus
- Overtime
- Supplemental health insurance
- Employer contributing retirement plan (401K match)
- Paid holidays and vacation/PTO for full time employees after 90 days
- Employee discount
- Education development: Hands on training, tuition reimbursement, certifications, and opportunities for company advancement

### **Staff Requirements:**

- Self- motivated team player with a positive attitude.
- Able to perform heavy lifting continuously throughout the day and work in all weather conditions.
- At least 18 years old and authorized to work in the U.S.
- Have reliable transportation and be dependable.
- Experience in the landscape (*Preferred*)
- Valid Driver's License (*Preferred*)
- Pass a background check

Apply at our Greenwood office anytime between 8-5pm, M-F or complete an [online application](#).

*For questions for call the office (317) 422-9755.*

## Landscape Crew Foreman

### **Job Description:**

Supervise, direct, and develop 1-3 crew members who provide landscape & hardscape installations and maintenance for residential and or commercial clients. Work closely with the field manager to be sure scheduled jobs are completed each day and that client needs and expectations are met.

### **Qualifications:**

- Ability to perform and train others in operating and performing landscape & hardscape services, with a positive, teachable attitude.
- Ability to communicate and relate to customers in a friendly, respectful, and professional manner
- 2 years' experience providing landscape & hardscape services for residential and or commercial clients in a supervisory position.
- Valid driver's license with clean driving record and ability to drive and operate a dump truck and trailer.
- Experience operating and maintaining landscaping equipment, as well as a variety of mechanical equipment including back hoes, bobcats, tillers, sod cutters, weed eaters, plant augers, chain saws, etc.
- Experience in installing & repairing brick pavers, edgers and retaining walls, repairing/replacing low-voltage landscape lighting; servicing water features; performing minor repairs on irrigation systems, as well as installing/repairing downspouts.

### **Responsibilities:**

- Oversee your crew's daily operations, delegate work and supervise progress. Plan and organize each day, ensuring sufficient resources and materials are available, and jobs are completed in an efficient and timely manner.
- Communicate job status & updates with field manager. Complete and deliver necessary paperwork.
- Maintain inventory of materials, equipment and other supplies are on hand to complete scheduled jobs.
- Perform preventative maintenance on equipment. Conducts weekly safety inspections.
- Help develop and train crew member(s). Assess and evaluate their performance strengths & weaknesses. Provide constructive feedback on crew member(s) to managers to improve your team.
- Perform onsite evaluations of property. Communicate with client as needed to meet their expectations. Promote and participate in sales opportunities with existing and perspective clients.
- Perform spring and fall clean ups. Edge landscape beds and install mulch.
- Install plants and maintain landscape beds; replace dead or damaged plant material, noting probable cause of decline. Prune shrubs and trees
- Weed landscape beds by hand. String trim/edge along sidewalks, landscape beds, trees, buildings, fences and other objects

### **Staff Expectations:**

- Be on time and have flexibility in work schedule. 7:30 AM – 4:30 PM, Monday – Friday. Saturdays mandatory during peak season.
- Work and communicate in a team environment in the field.
- Follow all safety guidelines and ensure crew members are also abiding by these protocols. Notify supervisors of any broken equipment or potential hazards.
- Load and unload equipment daily. Return any equipment to where you found it. Keep work truck clean and organized.
- Maintain a clean and safe work environment, including work site and equipment.
- Participate in staff trainings & meetings.