



## **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-\$25 per hour depending on position and experience
- Overtime
- Supplemental 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 ([English](#) or [Spanish](#)).

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

## **Mowing Crew Foreman**

### **Job Description:**

Supervise, direct, and develop 1-3 crew members who provide mowing maintenance for residential and or commercial clients. Work closely with the field manager to ensure scheduled jobs are completed each day using high quality standards, and that client needs & expectations are met.

### **Qualifications:**

- 2 years of experience providing mowing services for residential and/or commercial clients in a supervisory position.
- Valid driver's license with clean driving record. Ability to operate a truck and trailer.
- Experience operating and helping maintaining mowing (zero turn mowers, riders, walk-behinds), trimming, edging and landscape equipment.
- Ability to perform and train others in operating and performing mowing services with a positive, teachable attitude.
- Ability to communicate and relate to customers in a friendly, respectful, and professional manner.

### **Responsibilities:**

- Oversee your crew's daily operations, delegate work and supervise progress. Plan and organize each day, to ensure sufficient resources & materials are available, and jobs are completed in a timely and efficient manner.
- Communicate job status & updates with field manager. Complete and deliver necessary paperwork.
- 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.
- Operate, clean, and maintain mowing and landscaping equipment. Conducts weekly safety inspections.
- Maintain inventory of materials, equipment and other supplies are on hand to complete scheduled jobs.
- Mow turf using various sized mowers such as walk behinds and zero turns.
- String trim/edge along sidewalks, landscape beds, trees, buildings, fences, and other objects.
- Weed landscape beds by hand.
- Perform spring and fall clean ups/ leaf removal. Prune shrubs and trees.
- Edge landscape beds and install mulch.

### **Expectations:**

- Be on time and have flexibility in work schedule. 7:30 AM – 4:30 PM, Monday – Friday. Saturdays are 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. Perform preventative maintenance on equipment as needed.
- Participate in staff training & meetings.