



## 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.*

## Plant Care Foreman

### **Job Description:**

Supervise, direct, and develop 1-2 crew members who provide bed and flower care maintenance for residential and or commercial clients. Work closely with the horticulture manager to ensure scheduled jobs are completed each day using high quality standards, and that client needs & expectations are met.

### **Qualifications:**

- Registered Technicians Certification (*Preferred*).
- 2 years of experience providing bed and flower 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 help maintaining landscaping equipment (trimmers, edgers, blowers, pruners)
- Knowledge of plant care, identification of common perennials, shrubs, and trees, as well as weeds, insects, and diseases.
- Ability to perform, train, and supervise others in bed and flower care services and maintenance, with a positive and teachable attitude.
- Ability to communicate and relate to customers in a friendly, respectful, and professional manner

### **Responsibilities:**

- Oversee the crew's daily operations, delegate work and supervise progress. Plan and organize each day to ensure sufficient materials are available and jobs are completed in an efficient manner.
- Communicate job status & updates with supervisor. Complete and deliver necessary paperwork.
- Help develop and train crew member(s). Assess and evaluate their performance. Provide constructive feedback to managers on crew member(s) strengths & weaknesses to improve your team.
- Perform onsite evaluations of properties. Communicate with client as needed to ensure their needs are being met. Promote and participate in sales opportunities with existing and perspective clients.
- Operate, clean, and maintain bed care and landscaping equipment. Conducts weekly safety inspections.
- Provide bed care for clients: weed and maintain their landscape beds, fluff mulch and blow debris out of beds and haul away as needed. Perform seasonal cutbacks and pruning's on properties as needed.
- Install seasonal flowers and provide watering for flower care clients.
- Install perennials, shrubs, and flowers; replace dead or damaged plant material, noting probable cause of decline. Prune shrubs and trees.
- Maintain inventory of the holding nursery. Keep the nurse organized and orderly. Provide care for nursery holding materials: deadhead, prune, weed, water, and up-pot as needed.
- Assist with plant orders and preparing & labeling plant materials for upcoming jobs.

### **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.