



LANDSCAPE, SPORTS &
CIVIL ENGINEERING

Landcraft Projects Ltd.,
Unit 3, Mill Farm,
St. Mellons Road, Lisvane
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Experienced Landscape Foreman Job Description

Note - This is not intended to establish a total definition of the job, but an outline of the duties.

JOB DETAILS

Job Title - Landscape Foreman

Responsible to - Your immediate Contracts Manager/Supervisor and ultimately to the Managing Director.

Responsible for - Chargehands, Site Operatives and Plant Operators.

Working Hours - The basic working hours are 08.00 to 16.30 Monday to Friday with a half an hour lunch break (unpaid) and a 15 minute paid morning break. We do however normally meet in our yard at Lisvane at 07.15 each morning for which you would be paid overtime. We would normally leave site at 16.30 and so if you were working locally you may be back in the yard before 17.00. If you are working further afield you may not get back to the yard until 17.30 - 18.00. Weekend overtime is normally available should you wish to work. At times when we are particularly busy we may insist on some weekend working but this is unlikely to exceed four Saturdays within a 12 month period.

Qualifications Required - No formal qualifications are required if good relevant practical experience can be demonstrated but ideally the successful applicant would hold a relevant recognised qualification, i.e. City and guilds, NVQ, National Certificate or Diploma in either Horticulture, Civil Engineering, building or related studies.

Experience Required - Applications will be welcomed from candidates who have gained relevant experience through working for either a landscape, building, groundworks or civil engineering contractor. Ideally the successful applicant will have a minimum of two years experience working in a similar capacity on large scale landscape, sports or civil engineering type projects.

JOB SUMMARY

You would generally be working on large commercial, industrial or housing sites throughout South Wales and on occasions in South West England, travelling to site in company vehicles. We do not undertake any domestic landscaping work for private individuals. Our landscape contracts are typically associated with new commercial buildings, roads or reclamation sites, or they involve carrying out environmental improvements to established town centre, residential or industrial areas. The successful applicant is also likely to become involved in building porous tarmac multi-use games areas, tennis courts and the like.

As an experienced Landscape Foreman you will be responsible for the supervision of contract works on site in a working capacity ensuring that operations are completed in accordance with the specification, drawings and contract documentation to the agreed programme and to the budgeted costs.

The work is physically demanding and you would be working outside in all weathers.



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The overall nature of the works that the company undertakes can be summarised as follows:

Hard Landscape Works - Which will involve undertaking minor demolition works, constructing stone or brick walls, retaining structures, laying kerbs, timber edgings, pavements, sets, slabs, stone paths, surfacings etc., the erection of street furniture and play equipment, fencing etc.

Soft Landscape Works - Which will involve the cultivation and preparation of ground for turfing, seeding or planting; taking delivery, storage and planting of trees, shrubs and ground cover plants; mulching planted areas with bark, mushroom compost peat or similar materials; undertaking turfing and seeding works.

Sports Works - Which involve the construction of traditional natural grass playing fields as well as porous tarmac multi-use games areas and tennis courts.

Grounds Maintenance Works - Which will involve grass cutting, strimming, litter picking and sweeping up (powered blowers or broom); maintaining planted areas weed free through hand weeding and the use of herbicides.

Although you would be expected to have a good general knowledge of all commercial landscape operations, you may have developed skills and a preference to specialise in either hard landscape or soft landscape works.

KEY TASKS

Developing and maintaining effective working relationships with client's representatives.

Organising resources to ensure their efficient and effective use on site at all times which will broadly involve the following: -

Deciding labour requirements (direct and subcontract), recruiting, assisting in training and all aspects of managing performance of the same in liaison with the Contracts Manager/Contracts Supervisor.

Deciding plant requirements (own and externally hired), organising the ordering, delivery and collection of the same in liaison with the Contracts Manager/Contracts Supervisor.

Deciding material requirements, organising the ordering and delivery of the same in liaison with the Contracts Manager/Contracts Supervisor.

Liasing with the clients representatives regarding contract variations, instructions and general site matters and where appropriate reporting matters to the Contracts Manager/Contracts Supervisor.

Maintaining site records and reporting on the same to the Contracts Manager/Contract Supervisor, which will broadly involve the following: -

- Checking direct labour time-sheets.
- Measuring subcontractor and completed contract works.
- Maintaining plant/material delivery records.

Ensuring that works are completed to the required standards, through the instruction of staff under your responsibility and through regular inspection of works as they progress.

Ensuring that sites are maintained in a safe and secure condition at all times and that works



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are undertaken fully in compliance with current health and safety legislation.

Promoting at all times the company's professional image on site.

Carrying out the staff appraisal system (job chat's) and organising/delivering staff training in liaison with the Contracts Manager/Contract Supervisor/Managing Director.

REMUNERATION

Wage - We believe in rewarding individuals in line with the level of experience gained and qualifications obtained. Foremen who can demonstrate good commercial landscape skills will be offered a basic wage that is in line with the top rates of pay the industry can offer. Overtime is payable at time and a quarter on week days and time and a half at weekends.

Holidays – You will be entitled to twenty-one days holiday per annum, inclusive of Christmas/New Year close down, but exclusive of statutory/public holidays.

Vehicle - You will be entitled to the use of a company commercial vehicle for travelling to work for which all fuel will be provided.

Pension - You will be eligible to join the company Group Personal Pension Scheme after you have been employed for a period of three months. The company will make a monthly contribution of 4% of your basic wage into the scheme.

Clothing - You will be issued with staff clothing consisting of trousers, sweat shirts and polo shirts embroidered with the company logo. The clothing is issued free of charge and replaced without charge as required if replacement is necessary if due to fair wear and tear.

You will be immediately issued with all necessary protective equipment including wet weather clothing, wellington boots, gloves etc. and provided with a storage locker for your own personal use.

Accident Benefit Scheme - You would be entitled to join the Accident Benefit Scheme. Under the scheme, staff members who cannot work as a result of an accident will have their Statutory Sick Pay topped up to 65% of their basic gross wage after an initial qualifying period of 3 days, for a period of up to a maximum of 2 years. Such payment will be subject to the usual deductions for Income Tax and National Insurance.



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