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Job Description: Installation Foreman

Job Type: Full Time, Seasonal

Poplar Point Studio is the premier horticulture and fine gardening service in the Finger Lakes Area. We are focused on making great gardening accessible – offering services from regular garden maintenance, garden coaching, plant design & selection, garden installations, annual & container plantings, holiday décor and garden workshops.

Working here means more than being part of a team – it is a family. We care deeply about our customers as well as those that we work with – directly on the team, or indirectly with vendors and suppliers. We are passionate about sharing our knowledge of horticultural practices, and strive for continuous learning in everything we do. At the core of PPS are driven horticulturists, creative problem solvers, and conscientious land stewards who are dedicated to providing expert green industry services.

Our gardeners are constantly creating, maintaining, and sustaining gardens for clients who truly appreciate our professional level of artistry. Given the fast pace, and competitive environment, one must be able to take direction well, while maintaining a deep desire to think independently, creatively solve problems on the run, and be the eyes and ears of the garden.

The ideal candidate for the Installation Foreman would be someone who:

- Has a passion for plants & working outdoors
- Likes to have fun in life and has a positive attitude
- Cares about serving others, and works well in a team environment
- Strong work ethic - gets satisfaction from working hard and seeing the fruits of their labor
- Has working knowledge of landscape plants, and is constantly interested in learning more
- Has experience using hand tools and small power equipment
- Is organized and able to effectively communicate both with clients as well as leadership team members
- Enjoys being a generalist, and can adapt to different needs depending on the demands of the client or business

Job Duties would include:

- New garden installation & renovation projects: removing unwanted shrubs/plant material, amending soil, edging beds, planting, transplanting & dividing plants, mulching etc.
- Other projects may include spring cleanups, small lawn or sod installations, pathway creation, small carpentry or masonry jobs as needed, basic irrigation repair, weedwacking, fall cleanups etc.
- Assist with some garden maintenance tasks: weeding, pruning, identifying plant issues
- Collaboration with garden designer or account manager to make sure designs are installed according to plan
- Ability to prioritize and manage tasks and other crew to complete jobs under budget
- Responsible for identifying and resolving any reasonable issues that could impact job completion, escalating anything that needed more assistance as needed

- Clear, concise reporting on project material and resource needs
- Sense of ownership in your installation work
- Collaboration with others at PPS
- Assist in the maintenance of facilities areas and gardens on the property, including receiving deliveries of plant material, watering, fertilizing, pruning and potting of plants
- Attend safety meetings

Minimum Qualifications:

- High school graduation or GED Certification, Bachelors in Horticulture related field preferred
- Must be at least 21 years old
- Valid NYS Driver's License, Clear driving record
- Physical strength, flexibility, maneuverability to perform the duties of the position
- Tending perennial gardens, maintaining shrubs, pruning trees: minimum 1 year

Skills, Knowledge & Abilities:

- Professionalism, effective communication in any form
- Attention to detail & passion for learning
- Demonstrable ability to prioritize work and manage time
- Ability to comprehend general and complex oral and written instructions
- General knowledge of types of motorized equipment and hand tools
- General knowledge of safety hazards related to the job and equipment
- Able to establish and maintain effective working relationships with coworkers
- Ability to read, write and communicate well with others
- Willingness to work in all weather conditions

Physical Demands

- Must possess the physical strength to perform moderate to heavy lifting/carrying from 25 to 75 lbs. for up to 100 feet; push and pull from 30 to 125 lbs. for up to 100 feet on a daily basis
- Be physically capable to safely perform bending, twisting, stretching, rotating, kneeling, pushing, pulling and lifting operations while in awkward positions up to 100% of the time on any given day
- May be required to work overtime during heavy workloads
- May be exposed to heat, cold and wet weather

Special conditions/requirements

- Required to wear closed toed work shoes and appropriate fitting clothes. Rain gear is recommended.
- Gloves, safety glasses and hand tools are all provided by Poplar Point Studio