



JOB VACANCY- LANDSCAPING FOREMAN

The Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd is a private limited liability Company established by the Tobago House of Assembly (THA) to assist in the diversification of the Tobago economy through the promotion of environmentally sustainable production and the provision of project management services on the island.

The Company invites applications from suitably qualified persons for the position of ***Landscaping Foreman***.

Reporting to the Manager, Operations & Administration, the Landscaping Foreman is responsible for the effective supervision, coordination, and performance management of the Landscaping and Maintenance Unit. The role ensures the efficient delivery of landscaping and grounds maintenance services, while addressing workforce management, communication, and operational challenges within the Unit. The Foreman is accountable for maintaining high standards of workmanship, safety, discipline, and team performance.

Duties and Responsibilities

1. Support the Maintenance Team in the general upkeep of buildings, facilities, and grounds.
2. Assign daily tasks, monitor progress, ensure adherence to work schedules and supervise the use of tools and equipment.
3. Train, motivate, and mentor labourers to improve skill levels and productivity.
4. Ensure proper use, care, and safety of equipment and tools.
5. Oversee debris removal within the compound, including cleaning of drains, equipment, and both internal and external perimeter areas.
6. Coordinate work plans and schedules, overseeing routine landscape maintenance and project activities such as mowing, trimming, edging, and weed control.
7. Assist with inventory and asset management.
8. Provide direct supervision, guidance, and performance management of maintenance labourers, including addressing attendance, conduct, and productivity issues in accordance with Company policies.
9. Enforce compliance with occupational health, safety, security, and environmental (HSSE) standards, including the proper use of PPE and safe work practices.
10. Maintain accountability for all tools and equipment, including tracking, maintenance scheduling, and reporting of loss or damage.

11. Establish and maintain clear communication channels between management and staff to ensure alignment of work expectations, schedules, and standards.
12. Monitor and report on team productivity, attendance, and output against established performance targets.
13. Prepare and submit weekly and monthly reports to the Manager, Operations & Administration as required.
14. Ensure proper storage of all landscaping tools and equipment.
15. Ensure all staff are issued appropriate PPE, trained in its use, and consistently comply with PPE requirements.
16. Coordinate maintenance and minor repairs of landscaping equipment, including tasks such as blade sharpening, etc.
17. Prepare and submit invoices and memos for processing and payment.
18. Complies fully with the Company's policies and procedures and adheres to the Company's Core Values and Code of Business Conduct by daily demonstration of associated behaviour.
19. Performs any other duties as required by the job function.

Education and Job Experience

1. Minimum of 3–5 years' experience in landscaping, facilities maintenance, or a related field.
2. At least 2–3 years' experience in a supervisory or team leadership role.
3. Demonstrated experience in workforce management, including supervision, conflict resolution, and performance monitoring.
4. Working knowledge of landscaping, basic construction, and maintenance practices.

Any other suitable combination of qualifications and experience may be considered.

Knowledge, Skills and Abilities

1. Proficient in basic computer applications.
2. Skilled in the use and maintenance of landscaping tools and equipment.
3. Excellent verbal and written communication skills
4. Excellent interpersonal and conflict resolution skills

Instructions for Applicants

Applications **must** be submitted via **email** to careers@e-idcot.co.tt and should include a cover letter and detailed Curriculum Vitae addressed to:

The Human Resources Department
Eco-Industrial Development Company of Tobago (E-IDCOT) Ltd
Isaac T. McLeod Building, Cove Eco-Industrial and Business Park
Canoe Bay Road, Cove Estate, Tobago.

The cover letter and email subject *must* state the position being applied for and copies of all educational certificates *must* be attached.

Applications are to be **emailed** no later than **4.00 p.m.** on **Thursday 14th May 2026**. Late or incomplete applications will not be considered.

We thank all applicants for their interest; however, only shortlisted candidates would be contacted.