



Assistant Landscape Supervisor

Des Plaines Park District

Contact Name: Nicole Dale

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Closing Date:

Salary: \$25.50

Description:

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION:

Job Title: Assistant Landscape Supervisor

Grade: 8

FLSA: Non-Exempt

Department: Parks

SUPERVISORY RELATIONSHIPS:

Reports to: Landscape Supervisor

Supervises: Seasonal/Part-Time Grounds Maintenance Workers

BASIC FUNCTION:

The Assistant Landscape Maintenance Supervisor, with the assistance of the Landscape Maintenance Supervisor, is responsible for the coordination and supervision of landscape, forestry and horticultural related maintenance operations to provide safe, functional and aesthetically pleasing facilities and grounds. In addition this position oversees all sports field maintenance and inspections.

SCHEDULE: Monday-Friday, 7:00-3:30pm

ESSENTIAL DUTIES:

1. Maintain the daily grounds maintenance operations for the district.
2. Oversee the high production mowing of approximately 330 acres of land.
3. Under the direction of the Landscape Supervisor, may coordinate and implement horticultural programs for turf, ornamentals and landscaped beds.
4. Plans, develops and coordinates maintenance schedules of mowing crews and occasionally landscape improvements and renovations.
5. Oversee staff schedules for maintenance crews under this role, daily direction of assigned staff.
6. Assists in the planning and oversight of budget with the Landscape Maintenance Supervisor.
7. Oversee the seasonal preparations of sports field's district wide including seasonal irrigation start up and shut down.

8. Oversee staff in charge of daily maintenance operations of Mountain View Mine including course preparations, custodial cleaning and pond maintenance.
9. Assist with coordination of athletic field maintenance and layout with the Recreation Department.
10. Operate trade specific equipment such as; skid steer, boom lift, back hoe, z-turn mower, and snow plow.
11. Diagnose/identify plant problems and recommends and implements remedies.
12. Regularly coordinates maintenance activities with Landscape Maintenance Supervisor.
13. Manage urban forest through oversight of removals, plantings, pruning and tree inventory management.
14. Assist in the establishment of standards and procedures for operations.
15. Complete purchasing of supplies and equipment as assigned.
16. Winter Operations including snow and ice removal and ice rink establishment and maintenance.
17. Fill in for the Landscape Maintenance Supervisor in their absence.

OTHER DUTIES:

1. Make recommendations for capital and other improvements as assigned.
2. Attend training sessions for professional development.
3. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
4. Supervise storage of landscape related chemicals.
5. Assist patrons with providing information as requested.
6. Participate in Fall Fest and other special events
7. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
8. Perform additional duties as assigned.

POSITION QUALIFICATIONS:

Education: Associates degree or certification program requiring two years of Horticulture or Landscape Architecture studies.

AND/OR

Experience: Three years to five years related experience with supervisory experience included. In addition to one or both of the above, candidates must have demonstrated competencies within multiple trade disciplines; landscape design, equipment operation, landscaping, golf course maintenance, forestry, ornamental/tree plantings, natural resource management techniques. Must be able to read and understand blueprints/ construction drawings. Basic computer skills: Outlook, Word and Excel.

Certifications: Pesticide Applicator License: Possess at least one of the following with the ability to obtain the remaining licenses within 12 months of employment: Turf Grass, Ornamentals, Aquatics; CPR and First Aid Certified-classes available through Park District; Valid Illinois Driver's License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts

To apply, please visit dpparks.org/jobs