



## **Park Specialist III - Horticulture**

### **Skokie Park District**

**Contact Name:** Stephenie Gualano  
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**Contact Phone:**  
**Closing Date:**  
**Salary:** 60,000 - \$65,000 DOQ

#### **Description:**

Responsible for skilled and semi-skilled duties in the maintenance of park grounds, landscape and horticultural areas, playgrounds, facilities and athletic areas. The employee is under the direct supervision of the Horticultural Supervisor, and may be directed in daily tasks by higher staff. The Park Specialist III – Horticulture is granted authority for independent action and exercises supervision over assigned full-time and seasonal maintenance personnel. This position is also responsible for assisting the Superintendent of Parks, Planning and Facilities and Horticultural Supervisor in maintaining the park district GIS.

#### **ESSENTIAL DUTIES**

1. May act as a crew leader for all landscape and other maintenance activities in assigned parks including, but not limited to, tree and shrub pruning, litter and leaf pick up/clean up, and construction projects.
2. Operates District vehicles and uses mechanical equipment and machines such as tractors, mowers, edgers, trimmers, chainsaws, snow plows, snow blowers and other equipment.
3. Trains, supervises, and monitors work of assigned staff. Acts as department lead when the Horticultural Supervisor is not present.
4. Assists Horticultural Supervisor with planning and execution of projects.
5. Works in conjunction with the Superintendent of Parks, Planning and Facilities to manage the District's GIS which includes tree management and amenity management.
6. May assist in training staff both internally and district-wide on the GIS system.
7. Performs preventive maintenance on chainsaws, pruning tools and other light equipment.
8. Plants, waters, weeds, and maintains planting beds.
9. Assists Horticultural Supervisor with grant applications and reporting.
10. May occasionally assist with winter/off-season painting of buildings and park facilities.
11. Performs masonry/retaining wall block work and assists in landscape construction projects as assigned.
12. Works on a rotational snow removal crew. Duties include plowing, snowblowing, shoveling and salting walkways and parking lots. May supervise others and occasionally act as a Crew Chief for snow removal operations.

13. Assists with planting and maintaining annual and perennial display beds as well as winter decorations and sign bed/facility facade holiday displays.
14. Assists with the felling and removal operations of dead and or diseased trees, including the safe use of the wood chipper and lift truck.
15. Safely applies chemical controls for pest or disease issues to provide plant health care.
16. May assist in the design and maintenance of native areas utilizing mowing, fire and/or herbicides for maintenance and invasive species abatement.
17. Safely operates various large equipment including, but not limited to, front end loaders, backhoes, forklifts, dump trucks, dump trailers, brush chippers, skid steers, utility vehicles and other equipment.
18. Assists in maintaining and implementing the District's Integrated Pest Management Plan (IPM) and actively seeks out Best Management Practices in regards to green practices.
19. May occasionally with supervisor's approval contact vendors and order parts/supplies.
20. Responsible for following appropriate safety guidelines and utilizes standards set forth in the Park Operations Manual for all work.
21. Assists with special event set-up and break down.
22. May be called on to report to work on an on-call basis for emergencies or as needed.
23. Performs other tasks as assigned.

**Qualifications:**

Requires some knowledge of park grounds and facilities maintenance practices; working knowledge of pertinent safety precautions; ability to follow oral and written instructions; ability to operate light and heavy equipment; ability to make simple adjustments to equipment; ability to perform basic maintenance of equipment; and must adhere to preventive vehicle/equipment maintenance and cleaning programs. Incorporates the District's core values of commitment, service, integrity, inclusiveness, openness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual and overall risk management program.

**Education:** High School diploma or equivalent (GED) and additional training in maintenance of park grounds required.

**Experience:** Three years parks, landscape or grounds maintenance experience. Supervisory experience is preferred. Controlled burn experience is a plus.

**Certifications:** Must possess a valid Illinois Drivers' License and be able to obtain within one year of employment a class "B" CDL (Commercial Driver License with air brake endorsement. Must have or be able to obtain within one year an IAA Arborist Certificate. Must obtain an Illinois Pesticide Operator and Applicator License within one year of employment. Must be able to obtain and keep current CPR and AED certification. Apiary-related certification or knowledge a plus.

**In exchange for your talent we offer competitive benefits including:**

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)

- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)
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To apply, please submit your resume and application here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=76378&clientkey=F5399E13078DE94BE9A1121375B92420>

*The Skokie Park District is an Equal Opportunity Employer.*