



Horticulturist

Wilmette Park District

Contact Name: Carol Heafey
Contact E-mail: cheafey@wilpark.org
Contact Phone: 847-256-9692
Closing Date:
Salary: \$61,448 - \$82,952

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts, & usage benefits. This is a full-time hourly, non-exempt position.

Benefit Summary Link: <https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

SUMMARY: Under the administrative direction of the Parks Foreperson, the Horticulturist shall be responsible for the cultivation, maintenance, and improvement of plants, encompassing a wide range of tasks from planting and pruning to pest and disease management and assisting with landscape design in order to uphold the department's standards and goals.

SUPERVISORY DUTIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops and executes a maintenance plan for the District's flowers, shrubs, perennials and trees
- Provides staff guidance pertaining to weed and plant identification, proper planting and maintenance on trees, shrubs and flowers
- Performs physical planting and maintenance while supervising 2-3 part-time employees in the completion of work assigned such as planting and weeding
- Assess and implements a plan to achieve optimal results pertaining to the aesthetics of existing planting beds
- Provide guidance and direction to volunteer groups pertaining to the Districts planting beds and natural areas
- Oversee contract work pertaining to the District's planting beds and natural areas
- Prepare reports as requested

- Attend professional conferences, seminars, workshops, and/or classes to remain current on trends and innovations in the fields related to area of responsibility
- Works with a crew that may consist of 2-3 short-term seasonal employees
- Actively contribute to the Park District's sustainability goals
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities
- Perform other related duties as assigned, based on agency needs

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, or Human Resources/Risk Management division
- Attend and participate in required safety training
- Report all accident and incident reports to Parks Foreperson that occur under area of responsibility

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- At least 21 years of age or older
- Two or three years of occupationally specific training beyond high school or an Associate's degree is preferred
- Three to five years of Horticultural experience

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Must hold a valid Class D driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years
- Valid Applicators License from the State of Illinois in turf, ornamentals, right-of-way and aquatics or the ability to obtain the license within six months of employment

REQUIRED EQUIPMENT AND PROTECTIVE CLOTHING:

Micro shield, protective gloves for emergencies, nitrile gloves, safety goggles/glasses, earplugs, ear covers, safety shoes, leather type work boot, face shield and hard hat when applicable

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to effectively present information in one-on-one and small group situations

- Ability to deal with problems involving a few concrete variables in standardized situations

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

PHYSICAL DEMANDS/WORK ENVIROMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; push, pull, carry, and repeatedly stoop, kneel, crouch, or crawl
- The employee is occasionally required to sit and climb or balance. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds
- Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus
- While performing the duties of this job, the employee frequently works near moving mechanical parts and is frequently exposed to vibration
- The employee occasionally works in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, and risk of electrical shock
- The noise level of the work environment is usually moderate to loud
- General work area is outdoors in varied weather and temperatures

HOURS:

- Normal working hours are Monday through Friday, 7 am to 3:30 pm, hours are adjusted based on the season, extra hours are required at various times
- General hours of duty will be approved by the Parks Foreperson and Superintendent of Parks and Planning

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