



Landscape Specialist I

Wheeling Park District

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Closing Date:

Salary: \$19.00 - \$24.00 Hourly

Description:

Job Title: Landscape Specialist I

Job Status: Full Time – Non-Exempt

Division: Park and Recreation Services

Primary Work Location: Parks and Facility Services Building

Reports To: Horticulture and Turf Foreman

Supervisory Responsibility: None

Position Summary

The Landscape Specialist I responsibilities include maintenance of parks, landscaping, turf maintenance, construction projects, maintenance and special events for agency facilities and parks.

Essential Job Duties

- Performs routine and preventive maintenance and repairs to district lands, facilities and equipment.
- Mow and trim turf areas with tractors and small mowers.
- Makes and maintains ice rinks and assists with snow removal.
- Install, maintain and repairs general landscape improvements throughout the district.
- Install, maintain and repairs sports fields throughout the district.
- Make, install, maintain and repair district signs.
- Assist with custodial tasks at all district facilities and grounds.
- Perform or assists in seasonal operations and special projects.
- Maintain effective two-way communication with immediate supervisors and assigned staff about concerns in the field.
- Communicate professionally with coworkers and the public.
- Applies pesticides.
- Operate all equipment needed to complete park maintenance and repair tasks.
- Perform all maintenance tasks based on proficiency in related trade field.
- Submit and maintain accurate records and reports.

- Wear personal protective equipment for job function when needed.
- Be prepared to work after normal hours in case of emergency or weather-related tasks.
- Upkeep and maintenance of our parks and facilities as assigned.
- Assist in the maintenance and in establishing a safe and clean environment for guests.
- Operates hand and power tools.
- Maintains athletic fields and turf.
- Maintains, cleans and repairs park shelters and historical buildings.
- Maintains and cleans maintenance equipment and vehicles.
- Operates automatic and manual transmission vehicles.
- Plants trees, shrubs, flowers, and other landscape materials.
- Performs custodial cleaning, grass mowing, general park and building maintenance.
- Assists other staff with maintenance and construction of the following: pavements, buildings, plumbing, carpentry, electrical and lighting, furnaces, ducts, pipe lines, water lines, shelters, benches, playground equipment, signs, fencing, plastering, drywall, painting, roofing and flooring, sewers, and drainage structures, asphalt, concrete and brick paving, stone paths, etc.
- Attends and participates in special committee or other meetings as assigned.
- Performs the job safely and in compliance with Park District policies, procedures, work and safety rules.
- Special projects or other duties as assigned.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Snow removal in winter months.

Position Requirements

Minimum high school graduate. Three (3) or more years of experience required that demonstrates knowledge and skill in one or more of the following fields: landscape, or specialized equipment operation experience. Knowledge of maintenance and layout of various outdoor recreation facilities.

Hours: This will require non-traditional work hours that will be consistent throughout the year. Typical hours are Monday - Friday 7:00am to 3:00pm.

Skills and Abilities

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.

Knowledge

- Good working knowledge of landscape and grounds, maintenance tools, equipment, shop and field practices.
- Knowledge of manual transmission required.
- Illinois pesticide operator's license desirable.

Physical Requirements

The physical requirements 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 of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.

- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

Working Conditions

- Most activities will be performed outdoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.

Rate of Pay: \$19.00 - \$24.00 Hourly

Benefits

- Medical, Dental, and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- Employee Assistance Program
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (Sick, Vacation, and Floating Holidays)
- Programs and Recreation Facility Use
- Professional development opportunities and support for continued education

Application Procedure

Please complete the full application with the Wheeling Park District via the following link:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=298502&clientkey=07DEE904B0CEFE8BFD185D4FE939BC5F>