



## Park Specialist 1 - Horticulture/Landscape

Skokie Park District

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**Closing Date:**

**Salary:** \$18.35 - \$22.93

**Description:**

**Park Specialist I – Horticulture/Landscape**

**Grade:** FT2

**FLSA Status:** Non-exempt

**Division:** Park Services

**Supervisory Relationships**

**Reports to:** Parks Supervisor

**Supervises:** Seasonal/part time staff

**Basic Function**

This work entails skilled and semi-skilled duties in the maintenance of parks, playgrounds, facilities, and athletic areas. May act as a crew leader in athletic area maintenance, horticulture crew, mowing crew and/or landscaping crew. The Park Specialist I Parks/Landscape is under the direct supervision of the Horticultural Supervisor or the Landscape Supervisor and may be directed in daily tasks by higher staff.

**Essential Duties**

- Performs a variety of manual skilled and semi-skilled maintenance tasks including operation of small to heavy equipment including string trimmers, push mowers, riding mowers, chainsaws, tractors and trucks.
- May be required to assist in maintaining ball fields and soccer fields including layout, lining, grading, safety inspections and detailing.
- May be assigned to lead a mowing crew.
- Works on a rotational snow removal crew. Duties include plowing, snow blowing, shoveling and

salting walkways and parking lots.

- Performs trash collection; painting; and other park maintenance duties.
- Assists with the District's recycling programs.
- Assists with landscape and other construction projects as assigned.
- Plants and maintains trees, shrubs and flowers.
- Assists in the felling and removal of dead and or diseased trees.
- Trains, supervises, and monitors the work of assigned seasonal staff.
- Install and maintain park amenities (benches, tables, garbage cans, etc.)
- Assist in preparing and marking athletic fields.
- Assist in setting up and taking down sled hill safety measures.
- Assist in setting up garden plots.
- Performs inspections as assigned and maintains written records of work performed.
- Maintains inventory and has custody of tools, equipment, and supplies.
- Responsible for following appropriate safety guidelines and utilizes standards of performance set forth in the Park Operations Manual for all work.
- Assists with special event set-up and break down.
- May be called on to report to work on an on-call basis for emergencies or as needed.
- Performs other duties as assigned.

#### **Additional duties:**

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 make simple adjustments to equipment; ability to perform basic maintenance of equipment; and must adhere to preventative vehicle/equipment maintenance and cleaning programs. Incorporates the District's core values of commitment, service, integrity, openness, inclusiveness, 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.

#### **Qualifications**

**Education:** High School diploma or equivalent (GED).

**Experience:** One to two years experience in grounds and landscape maintenance.

**Certifications:** Must possess a valid Illinois Drivers' License. Depending on assigned job duties, may be required to obtain an Illinois Pesticide Operators License within twelve (12) months of employment. Must be able to obtain and keep current CPR and AED certifications.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and requirements.

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