



## **Horticulturist**

### **Bolingbrook Park District**

**Contact Name:** Dan Finn

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**Contact Phone:** 630-783-6563

**Closing Date:**

**Salary:** \$24.05 to \$27.00 per hour

#### **Description:**

##### **Benefits**

Full Time employees and family members living in their household, receive FREE membership to our Lifestyles Fitness Center and the Pelicac Harbor Indoor/Outdoor Aquatic Complex and receive a 50% discount on eligible programs.

Participation in our mandatory pension fund with IMRP-Illinois Municipal Retirement Fund.

Basic Life insurance paid by the park district

Optional medical insurance from 5-15% of cost, depending on coverage

Optional dental and vision insurance at 15% of cost, depending on coverage

Paid Vacation, Sick and Personal Time

10 paid Holiday and 1 Floating Holiday per year based on when hired

Optional Supplemental Insurance for life, cancer, critical care, hospitalization and accident

Flexible Spending Accounts for health and child care

457 Retirement options

Free CPR/AED Training & Certification

Employee Recognition Program

Direct Deposit option

Click the link to apply: <https://secure7.saashr.com/ta/6202609.careers?ShowJob=587663882>

#### **JOB SUMMARY**

Under the general direction of the Natural Resources, Horticulture & Turf Manager, the Parks Horticulturist serves as the district's lead technical authority for landscape planning, design, material specification, and implementation oversight. This position is responsible for developing landscape design plans, selecting plant materials, coordinating ordering and procurement, and overseeing field implementation of horticultural projects across the park system. The role exercises a high degree of independent judgment and professional discretion, with decisions directly impacting capital investment, long-term landscape performance, public aesthetics, and asset preservation. This position is responsible for landscape planning and purchasing coordination while remaining primarily field based. The role provides technical direction to crews and oversees implementation of landscape projects but remains non-supervisory in classification.

## **EDUCATION, EXPERIENCE & TRAINING**

- Associate's degree in horticulture or related field required; Bachelor of Science degree preferred.
- Minimum of five (5) years of progressively responsible experience in horticulture, landscape maintenance, or related field operations.
- Chicago Wilderness Burn Certificate required or ability to obtain within six (6) months of hire.
- Illinois Pesticide Applicator license required or ability to obtain within six (6) months of hire.
- International Society of Arboriculture (ISA) Certified Arborist credentials required, or ability to obtain within twelve (12) months of hire and maintain certification throughout employment.
- Valid Illinois driver's license required. Must possess or have ability to obtain State of Illinois Class C Non-CDL license within six months of hire.

## **KNOWLEDGE, SKILLS & ABILITIES**

- Advanced knowledge of horticultural practices, plant identification, plant pathology, soil science, and landscape maintenance techniques.
- Demonstrated experience in landscape design, plant selection, and tree and ornamental planting.
- Ability to read and interpret plans, specifications, and construction drawings.
- Knowledge of wetland and prairie management
- Strong organizational, communication, and documentation skills.
- Ability to coordinate vendors and contractors and monitor compliance with specifications.
- Proficiency with Microsoft Office applications and computerized maintenance management systems.
- Strong problem-solving skills and sound professional judgment.
- Demonstrated proficiency and ability to train others in the safe operation of all Park District landscape and grounds maintenance equipment, including the ability to identify mechanical issues and perform basic troubleshooting and preventative maintenance.
- Working knowledge of effective field work coordination and safe work practices sufficient to provide day-to-day work direction, training, and ensure compliance with department and District policies.

## **DUTIES AND RESPONSIBILITIES**

### **Essential Functions:**

#### **Landscape Planning, Design & Program Management**

- Develop and implement landscape designs for parks, facilities, and athletic complexes.
  - Select plant species, materials, and installation methods appropriate for site conditions, sustainability, maintenance capacity, and aesthetic goals.
  - Establish landscape standards and specifications to ensure system-wide consistency and quality.
  - Evaluate existing landscapes and develop renovation or replacement plans.
  - Maintain comprehensive records of landscape designs, planting plans, installation schedules, and long-term landscape inventories to support planning, budgeting, and asset management.
  - Prepare and submit reports related to landscape planning, project implementation, pesticide applications, budget tracking, and regulatory compliance.

#### **Purchasing, Budget & Vendor Coordination**

Determine quantities, specifications, and ordering schedules for plants, materials, and landscape supplies.

- Coordinate purchasing activities in accordance with District procurement policies.

- Monitor material usage and landscape expenditures to ensure efficient use of budgeted resources.
- Provide technical input for bid specifications and contractor scopes related to landscape installation and maintenance.

### **Implementation Oversight & Quality Control**

Oversee and inspect implementation of landscape designs performed by District crews, contractors, and vendors.

- Provide technical direction and corrective guidance to ensure compliance with plans and quality standards.
- Evaluate completed work and recommend and implement corrective measures as necessary.

### **Horticultural Expertise & Technical Support**

Diagnose plant health issues including pests, disease, nutrient deficiencies, and environmental stress; determine and implement treatment strategies.

- Perform and oversee structural and ornamental pruning of trees and shrubs to promote plant health, safety, and aesthetic standards.
- Apply fertilizers, herbicides, and pesticides in compliance with Illinois regulations and label requirements.
- Provide horticultural guidance and training to maintenance staff and volunteers.

### **District-Wide Support**

Assist with snow and ice removal operations and emergency response activities.

- Participate in seasonal plantings, special events, and prescribed burn activities as assigned.
- Plan, prepare, and oversee seasonal setup of community garden plots, and coordinate ongoing turf and landscape maintenance surrounding garden areas.

### **Marginal Functions:**

- Operate landscape and grounds maintenance equipment as needed to support inspections and specialized work.
- Assist with basic grading, drainage improvements, and landscape renovation support.
- Attend professional development, staff meetings, and in-service training sessions.
- Perform other duties as assigned.

### **PHYSICAL REQUIREMENTS**

- Walking/climbing/driving/Seeing: to review parks, facilities and wetlands, for computer work & paperwork and navigating on uneven terrain, ladders, and to bend and kneel as needed
- Talking/Hearing: to work with employees, vendors and the public
- Sitting: to work at a computer and to drive tractor, trucks and snow removal equipment
- Pulling/Pushing/Stooping/Lifting/Reaching: to work on equipment, close & open drawers, lift materials up to 50 pounds
- Exposure to extreme weather conditions, noise, vibrations, chemicals, fumes, prescribed burns, insects and outdoor environmental conditions.

### **COGNITIVE CONSIDERATIONS**

- Demonstrate strong professional judgment and safety awareness in all aspects of work, modeling safe practices in accordance with District policies.
- Ability to read, write, analyze information, and organize materials effectively.
- Ability to plan, prioritize, and manage multiple projects simultaneously.
- Ability to communicate effectively and maintain collaborative working relationships with staff, vendors, contractors, and other departments.

### **FLSA**

This position is full-time, hourly, non-exempt

**HOURS** Generally, Monday–Friday, 6:30 a.m. – 3:00 p.m. Schedule may vary based on workload, weather conditions, emergencies, or special events. Evening, weekend, and on-call work may be required as operational needs dictate.