



Full-Time Horticulture Supervisor

Streamwood Park District

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Contact Phone:

Closing Date:

Salary: Starting at 24.99 per hour DOQ

Description:

Apply at Streamwood Park District website

<https://www.applitrack.com/streamwood/onlineapp/default.aspx?Category=Parks+Maintenance&AppliTrackJobId=308&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>

Job Summary

Under the direction and supervision of the Parks Manager, the Horticulture Supervisor is responsible for supervising and leading part-time and seasonal staff, and performing a variety of horticulture, forestry, park maintenance, and recreation support activities. This is a hands-on position with a majority of time to be spent working in the field. The Horticulture Supervisor is on-call as needed, with overtime, nights and weekends required as-needed. This is an at-will position.

This position requires background checks, Driver Extract and Pre-Employment Physical and Drug Screening.

Qualifications/Education

- Must have a high school diploma or equivalent.
- Preference given to candidates with an Associate's Degree in Turf Management, Horticulture, Urban Forestry or a related field.
- Minimum of three (3) years of experience in related field or an equivalent combination of education and experience.
- Preference given to candidates with Certified Arborist credentials.
- Must have a valid Illinois Driver's License.
- Must possess a valid State of Illinois Pesticide Operator's License or must have the ability to obtain one within six (6) months of hiring. The District will pay for training and testing costs.
- Must be CPR and AED certified within six (6) months of hiring. The District will pay for training and testing costs.

Essential Duties & Responsibilities

- Employee is responsible for hiring and supervising part-time and seasonal staff by communicating job expectations, job training, coaching duties and responsibilities, performance evaluation, recognition and discipline.

- Employee must demonstrate, lead and support the Park District's mission statement, vision and core values.
- Employee must establish, support and maintain collaborative efforts with internal and external customers and organizations.
- Employee must organize, prioritize and direct multiple projects, labor and equipment needs.
- Employee must document labor hours and materials used on work orders to specific job requirements.
- Employee must assist in managing overall work plan of park maintenance.
- Employee must apply herbicides, fungicides and pesticides to destroy undesirable growth and pests, while following all local, state, and federal safety and regulatory guidelines.
- Employee must perform ornamental horticulture maintenance which includes, but is not limited to, planting trees, watering, fertilization and other duties as needed.
- Employee is responsible for the design, planting, and maintenance of flowerbeds, shrubs and plantings.
- Employee must maintain grounds through litter pickup, recycling and other activities.
- Employee must maintain a clean work environment, including areas assigned to the Horticulture department as well as shared spaces.
- Employee is responsible for the operation and preventative maintenance of Park District vehicles, tractors, grounds equipment and implements and ensuring it is performed and reported. The maintenance may include, but is not limited to washing, checking fluids and any other maintenance as needed.
- Employee is responsible for inventory, preventative maintenance, and repair requests for all equipment and vehicles assigned to the Horticulture department.
- Employee is responsible for inventories and keeping updates for the plant material in all parks as to location, type, size and health.
- Employee must be skilled in landscape maintenance and arboriculture, and perform, train, and supervise tree removal, tree pruning, stump removal, tree chipping, tree risk assessments, and other tasks as assigned.
- Employee must develop a landscape budget and review and approve landscape invoices.
- Employee must design, select, budget, propose, and procure all planting material throughout the District based on each park's unique needs.
- Employee must work with and oversee contracted maintenance for items that are not performed in-house, including work pertaining to trees, landscaping, ponds, and construction.
- Employee must operate snow removal equipment on District roads, parking lots and common sidewalks. Snow removal schedules vary, but often include required early morning, late night, and weekend shifts.
- Employee must maintain a pro-active approach to safety and risk management and perform all job tasks within the rules and guidelines of the Streamwood Park District's safety program and manual.
- Employee must be able to regularly lift and/or move up to fifty (50) pounds.
- Employee must perform all other duties as assigned.

Secondary Duties & Responsibilities

- Employee is responsible for supervising part-time and seasonal employees for other duties including, but not limited to recreation programs and special events as needed.
- Employee must be able to attend workshops and seminars pertaining to employee's position, as needed, for new ideas, developments and techniques.
- Employee must maintain the trails and bridges, which includes, but is not limited to debris removal, grading, sealcoating, crack-filling, repair, and renovation.

- Employee is responsible for, but not limited to, managing the safety and cleanliness of property and equipment by identifying, repairing and inspecting park facilities, equipment and property for wear, damage, vandalism, etc.
- Employee must uphold defined park standards, including accountability for specifically assigned Tier 1 and Tier 2 sites
- Employee must clean and maintain any and all park pavilions, restrooms and other assigned buildings.
- Employee must arrange facilities for recreation programs and special events as needed.
- Employee may be required to work special events on nights and on weekends.

Cognitive Considerations

- Employee must be able to follow directions and communicate in English both verbally and in writing.
- Employee must have the ability to read and understand materials, such as complex service manuals, wiring diagrams and maintenance and operating manuals printed in English.
- Employee must be able to make decisions objectively based on customer service and fiscal constraint.
- Employee is responsible for keeping organized records and reports.

Environmental & Physical Demands

- Employee may be required to work both inside and outside during various environmental conditions, such as, but not limited to rain and mud, extremely hot and cold temperatures, exposure to dust, fumes, dirt, and noise, insect bites, and exposure to hazardous chemicals.
- Employee must operate and handle assigned equipment which may include, but is not limited to tractors, heavy equipment, trucks and automotive equipment.
- Employee must have the physical agility to maintain mobility from site to site and be able to perform moderate manual tasks (a thorough pre-employment physical examination will be required after conditional job offer.)
- Employee may perform duties which include, but are not limited to prolonged lifting, standing, stooping, bending, twisting, and climbing for extended periods of time.

Psychological Considerations

- Employee must be able to work independently in day-to-day operations with general direction of the Parks Manager.
- Employee must have the ability to delegate work, where appropriate, in order to accomplish work most effectively.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to work in a team atmosphere, while promoting the Park District's mission statement, vision and core values.
- Employee must have the ability to maintain self-control and composure in difficult situations.
- Employee must have the ability to recognize priorities and meet deadlines.
- Employee must have the ability to receive constructive criticism and/or supervision.
- Employee must have the ability to be flexible and adaptable to new situations.
- Employee must possess enthusiasm and drive with a desire to accomplish goals and objectives.

Benefits

- Health Insurance Coverage - Medical, Dental, Hearing and Vision Insurance
- Life Insurance 2x Salary - Paid by Employer
- Illinois Municipal Retirement Fund (IMRF) eligible
- Annual PTO: 10 Vacation Days, 3 Floating Holidays, 3 Personal Days, 12 Sick Days
- Other benefits including Park Place Fitness Center or Aquatics Membership

- Discount on Facility Rentals

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The Streamwood Park District is an equal opportunity employer.

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