



<b>Job Title:</b>	<b>Horticulture Specialist</b>
<b>Department:</b>	<b>Parks and Planning</b>
<b>Classification:</b>	<b>Full-Time, Non-Exempt</b>
<b>Salary Range:</b>	<b>7</b>
<b>IMRF Position:</b>	<b>Yes</b>

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## **POSITION FOCUS**

Under the general direction of the Horticulture Manager, the Horticulture Specialist is responsible for all horticultural construction and maintenance activities within Park District owned or leased properties to meet the Department's goals and objectives.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the Horticulture Manager and indirectly to the Superintendent of Parks.  
Does not have direct reports.

## **ESSENTIAL FUNCTIONS**

1. Directly responsible to the Horticulture Manager in carrying out park labor duties.
2. Removal of snow from ice rinks, Park District walks and drives.
3. Make and maintain ice rinks including flooding, putting out rubber belting, and snow removal.
4. Execute advanced forestry practices such as tress planting, pruning, maintenance, and removal.
5. Conduct at a high level mowing practices including use of tractors, zero turn, and walk behind machines, as well as hand equipment.
6. Preform turf health and maintenance tasks, including establishing new turf, fertilizing, and weed control.
7. Execute advanced landscape practices including landscape design, weed control, annual and perennial beds, and mulching.
8. Complete earth work including grading, material removal, and operation of large specialty equipment.
6. Perform inspections of turf field work, turf field playability and makes recommendations for improvements and field cancelations.
7. Develop and maintain positive relationships with neighboring governmental agencies and their staff.
11. Performs inspections of field work, field playability and makes recommendations for improvements.
12. Perform other duties as assigned.

## **SECONDARY RESPONSIBILITIES**

1. Lead division staff in the absence of Horticulture Manager.
2. Lead assigned part-time and/or seasonal staff.
3. Regular and punctual attendance.
4. Assist with Park District special events.
5. Attend professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education.
6. Develop and maintain positive relationships with neighboring governmental agencies and their staff.



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7. Perform the job safely and in compliance with District policies, procedures, work and safety rules.
8. Fulfill the park district's mission and vision by acting in the best interest of the park district, fellow employees, and patrons.
9. Maintain a neat and orderly work environment.
10. May be required to respond to emergencies.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- High school graduate/GED or equivalent.
- Minimum four (4) to five (5) years working experience in horticulture maintenance or related field.
- Associate Degree in Horticulture preferred.
- Ability to obtain appropriate pesticide applicators license within one year.
- Ability to obtain Valid Illinois Class "B" Driver's License within one year.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment physical, drug and alcohol screen for CDL and on a random basis.
- Advanced knowledge of horticultural maintenance for the Park District.
- Ability to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.
- Ability to work independently under general direction of the Horticulture Manager.
- Capacity to proactively troubleshoot, problem solve and make sound judgments.
- Ability to maintain self-control and composure in difficult situations.
- Excellent verbal and written communication skills.

## **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- General Monday to Friday, forty (40) hours per week.
  - Additional hours may be required to meet deadlines or for District events.
  - Additional hours may include night and weekend shifts.
- General work area includes frequent exposure to natural and potentially extreme weather conditions while on work sites. Maneuvering on uneven ground, in trenches and adverse conditions.
- May potentially walk on all types of uneven surfaces including, but not limited to, mud, snow, and ice. Maneuvering on uneven ground, in trenches and adverse conditions.
- Frequently moves items weighing 50 lbs. or more.
- Frequently handling, reaching, and traversing various environments.



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- Exposure to noise distractions from employees or equipment operation in adjacent work areas.
- Standing for sustained periods of time while completing work.
- Capacity to work in high-stress environment under multiple deadlines and with frequent interruptions.
- Ability to work extra hours to accomplish and complete high volume of work.
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures.
- Ability to work on ladders/scaffolding and man lifts for an extended period.
- Exposure to cleaning materials and pesticides.
- The ability to identify and observe large and small details in various visual ranges.

## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

## AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

## SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent/  
Director Name: \_\_\_\_\_

Superintendent/  
Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## **EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognize that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

## **Acknowledgement Signatures**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_