



## VILLAGE OF HINSDALE POSITION DESCRIPTION

**POSITION:** Crew Worker – Horticultural Technician  
**DATE:** March 30, 2017  
**DEPARTMENT:** Public Services  
**REPORTS TO:** Public Services Superintendent of Forestry & Parks  
**PAY GRADE:** IUOE - Local 150 Union  
Starting wage is \$48,193.60  
**FLSA STATUS:** Non-Exempt

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### **Position Purpose:**

The primary purpose of this position is to serve as a horticulturalist technician within the Forestry and Parks Division. The successful applicant will have the ability to perform all general plant care procedures (identification, soil amending, planting, pruning, etc.), coordinate and perform turf maintenance, and carry out general beautification projects.

### **Supervision Exercised:**

None.

### **Essential Functions:**

- Manage all Village horticultural practices including but not limited to turf and landscape maintenance, flower bed design and maintenance, perennial and annual floral maintenance, and pest control.
- Responsible for overall cleanliness of the central business district including but not limited to landscape maintenance, litter and refuse removal, graffiti removal, site furnishing and hardscape maintenance including sidewalk and paver maintenance.
- Manage and provide contract oversight for rain gardens, and maintain, prune and replace plant material as needed.
- Operate all tools and equipment needed to perform job duties while adhering to all safety rules and practices. Report all accidents and injuries according to Village policy and procedure.
- Plan and maintain a safe work site.
- Maintain accurate turf maintenance records.
- Participate in the full range of Public Services operations, including forestry, street and park maintenance, snow removal, and water and sewer maintenance and repair.

### **Environmental Factors:**

The work environment generally includes the outdoors, operating a vehicle and working in a garage setting. The noise level is occasionally loud. The environment includes inclement weather conditions, working in high traffic areas, working near moving mechanical parts, exposure to high levels of noise for an extended period of time, and exposure to chemicals, fumes or disagreeable odors.

**Physical Requirements:**

Occasionally required to sit; use hands to touch, handle or feel; reach with hands and arms and talk and hear. Frequently required to stand, walk, lift, climb, stoop, kneel, crouch or crawl. May lift and/or move up to 100 pounds. Specific vision abilities include close vision, distance vision, depth and the ability to adjust focus. Occasionally works at heights/depths of 75 feet above or below ground.

**Safety Functions:**

- Becomes familiar with and observe all applicable safety and security policies/procedures.
- Immediately reports all unsafe conditions and acts to supervisor.
- Reports all accidents to supervisor immediately.
- Recommends improvements to safety and security practices.
- Obeys and adheres to all safety rules and work practices.

**Position Requirements:**

- Three years of relevant work experience in horticulture or grounds maintenance functions.
- Candidates must possess and maintain a valid Illinois motor vehicle driver's license, and possess or be able to obtain an Illinois Class B-CDL air brake endorsement within six months of hire. Both licenses must be maintained during the course of employment with the Village.
- Must be available for emergency call-in duty on an overtime basis; this position is subject to 24-hour availability, 7 days per week, including weekends and holidays.

Per the Village's agreement with Local 150, when vacancies occur in the bargaining unit, the Village will fill those vacancies by employing the most qualified inside or outside applicant. Where the qualification, skill and ability of two (2) or more applicants are equal, the inside applicant with the greater seniority will be selected for the vacancy.

**Benefits**

The position offers competitive health, dental and vision insurance benefits. The Village offers two deferred compensation plans as well as a post-employment health plan (PEHP). This position participates in the Illinois Municipal Retirement Fund (IMRF).

**Process**

The selection process includes an application process, interview process, drug screening and background check. The deadline to apply is **April 21, 2017**. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: [hr@villageofhinsdale.org](mailto:hr@villageofhinsdale.org). Visit [www.villageofhinsdale.org/jobs](http://www.villageofhinsdale.org/jobs) for a job application. The Village is an EOE employer. No phone calls, please. The Village is an equal opportunity employer.