



Date Developed:	03/2024
HR Review Date:	

**JOB DESCRIPTION/JOB POSTING**  
AN EQUAL OPPORTUNITY EMPLOYER M/W/D

<b>DEPARTMENT:</b>	<b>Public Works</b>
<b>DIVISION:</b>	<b>Parks/Forestry</b>
<b>POSITION TITLE:</b>	<b>Greenways Worker III</b>
<b>JOB TYPE:</b>	
<b>PAY GRADE/RANGE:</b>	<b>PW26 \$34.83 - \$40.873</b>
<b>FLSA STATUS:</b>	<b>Non-Exempt</b>
<b>CIVIL SERVICE STATUS:</b>	<b>Non-Exempt</b>
<b>OPENING DATE:</b>	
<b>CLOSING DATE:</b>	

\*Starting salary is dependent upon qualifications, but in most cases is no higher than the midpoint for range.

**NATURE OF WORK:**

This is a skilled, senior-level landscape technical and lead worker in the maintenance of City gardens, trees, and grounds. Work involves trimming, pruning live, dead, or diseased trees, pruning, planting, and caring for flowers, bushes, shrubs, and turf. Applying fertilizers, pesticides, and other horticultural agents for proper maintenance. Work also involves being a lead worker on a crew and participating in park maintenance and construction activities including, but not limited to, playground equipment installation and repairs, maintaining ball fields, beaches, ice rinks, repairing and painting fences, mowing lawns, lining athletic fields, and removing snow. Employees may be assigned tasks of similar or higher-level classifications to gain experience and training in preparation for advancement. Safety equipment such as hard hats, safety glasses, reflective vests, gloves, earplugs, respirators, and protective clothing are worn. This position requires 24/7; 365-day availability and coverage of scheduled and unscheduled overtime for emergencies and special projects, including weekends, evenings, and holidays.

**ESSENTIAL FUNCTIONS** (Specific assignment will include some or all of the following):

Uses chain and manual saws to remove low limbs and dead wood, conforming to proper pruning procedures, and avoiding power lines.

Plants, transplants, cultivates, fertilizes, waters, and prunes flowers, shrubs, and trees; prunes shrubs using hand or electric pruners; removes weeds from planter beds and shrubs by hand; prepares soil by operating power or hand tools and equipment such as aerator, roller, rototiller, shovel, hoe, or rake; sows grass seed by hand or with mechanized equipment; unloads and lays out sod; delivers soil, compost, wood chips, and other materials to work site and shovels, rakes and levels materials; rakes and mulches leaves.

Performs tree planting; digs holes; removes grass; properly prunes tree; plants trees utilizing excess soil to form a saucer for proper mulching; replaces dirt at stump sight; loads dump trucks with wood chips, soil, and other material.

Determines appropriate chemicals and amount required to operate power sprayers to apply fertilizer, pesticide or herbicide.

Serves as lead worker engaged in trimming and removal of trees, stumps, broken, diseased, and damaged limbs or seasonal employees maintaining flower and shrub beds, and performing other landscape maintenance duties; assures that proper safety precautions and procedures are followed.

Responsible for snow plowing and snow removal from streets, sidewalks, parking lots, and downtown areas; drives truck or other City vehicles to and from worksite; loads and unloads equipment on truck.

Responsible for playground inspections, maintenance, repairs, removals, and new installations.

Responsible for litter control and general laborer tasks within City properties, including facilities, parks, and parking lots.

Inspects, maintains, and repairs underground irrigation systems.

Keeps records of work performed, and materials, supplies, or equipment used.

Performs other duties as assigned.

### **MINIMUM REQUIREMENTS OF WORK:**

Must possess a high school diploma or GED and must possess three (3) or more years of horticultural work experience. Possession of college coursework in horticulture is preferred.

Must possess a valid Class B Commercial Driver's License with air brakes endorsement (or higher), or the ability to obtain one within 6 months of employment and maintain a safe driving record as a condition of employment.

Must be willing and able to obtain a State of Illinois pesticide applicator's license within six months of employment and maintain it as a condition of employment.

Knowledge, skills, and abilities in the following areas:

- Considerable knowledge of the materials, methods, tools, and equipment used in the care of flowers, shrubs, trees, and lawns.
- Considerable knowledge of the hazards and precautions of the equipment and chemicals used for landscape maintenance.
- Considerable knowledge of safety standards and precautions pertaining to the use of tools and equipment related to tree trimming and working near overhead power lines.
- Considerable knowledge of native plant and flower identification, diseases and of proper treatments, insect infestations and the proper use of pesticides. Knowledge of tree identification, diseases, and proper treatments, insect infestations, and the proper use of pesticides is preferred.
- Ability to lead other workers on parks, plants, flowers, and tree maintenance projects.
- Ability to operate hand and power tools, various construction-related equipment, and vehicles in a safe and effective manner.
- Ability to read, understand, and apply instructions for the safe application of chemicals such as fertilizers and pesticides.
- Ability to establish and maintain effective working relationships with supervisors, co-workers, and the public.
- Ability to greet the public in a courteous and pleasant manner, and with a customer-service orientation.
- Ability to communicate clearly and effectively both orally and in writing, including utilizing an email platform.
- Ability to use payroll software for attendance and payroll information.
- Ability to use job-related computer software, including email and Google Suite.
- Ability to organize and maintain records of work performed using an asset management software program, along with labor, materials, supplies, and equipment.

- Ability to use two-way radios, cell phones, personal computers, cameras, tablets, and any other electronic devices frequently used to communicate and store data.
- Ability to complete NIMS Incident training, ICS100, ICS200, ICS700 and ICS800 within six months of employment.

**PHYSICAL REQUIREMENTS OF WORK:**

- Ability to exert up to 50 pounds of force occasionally, up to 20 pounds frequently, and up to 10 pounds of force constantly to move objects; ability to move heavy objects (100 pounds or more) short distances.
- Ability to work outdoors in various weather conditions such as extreme cold, high winds, rain, snow, sleet, high temperatures, humidity, and other uncomfortable conditions.
- Ability to use all equipment and power tools required to perform assigned tasks efficiently.
- Ability to focus on small and distant objects, recognize the depth of objects, lift, bend, kneel, sit, or stand for long periods of time, work in confined spaces, and work outdoors at night with limited lighting.
- Ability to walk or navigate over rough, uneven, or rocky surfaces.
- Ability to work around chemicals, asphalt products, concrete, vehicle or equipment fumes, gasses, dust, and dirt while following safety guidelines.
- Ability to work on job sites with elevated noise levels and vibrations.

**SUPERVISION:**

Work is performed under the direction of a supervisor or lead worker. Assignments may vary from season to season. Instructions can be either verbal or written, and the employee must make decisions regarding the appropriate plant and flower selection, and proper safety techniques for the safe application of chemicals. Work is reviewed through ongoing observation, written and verbal communication, meetings and feedback from supervisors and other department employees. Guidance is provided through rules and regulations, policies and procedures, Unified Work Rules, Union Contract, Personnel Rules, and OSHA. Work is evaluated at least annually for the safe and skilled operation of equipment, quality of tasks, adherence to work rules, and performance in accordance with classification standards.

**PUBLIC CONTACT:**

The employee has regular contact with other City employees to schedule work and equipment. The employee will work with other departments in the course of inspections which may include police, fire, and health, as well as other departments or divisions. The employee has occasional contact with the public to answer questions, give information, as well as to explain work programs and specific assignments; some contact may be of a difficult nature; the employee has to use judgment as to when to refer community members to a supervisor or other management and administrative staff.

**SELECTION METHOD**

Structured Oral Interview

**TYPE OF ELIGIBILITY LIST**

Category List

**LIFE OF ELIGIBILITY LIST**

One (1) Year

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*To apply for this position, please apply online at [www.cityofevanston.org](http://www.cityofevanston.org) on or before the closing date.*

**Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check.**

*The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-866-5095 (TTY).*