



Village of Downers Grove  
**JOB OPPORTUNITY**  
**Assistant Village Forester**

The Village of Downers Grove seeks qualified applicants for an **Assistant Village Forester** in the Public Works' Forestry Division. This position handles service requests, inspects contract and in-house tree maintenance services, and collects and maintains parkway tree inventory data. The ideal candidate will be able to apply technical knowledge to review contracts, possess strong interpersonal and communication skills, and be an enthusiastic team member providing exceptional service.

**Major Duties and Functions:**

- Conducts field inspections for work completed by contract and in-house labor to ensure compliance with established policies, procedures, and specifications
- Implements and tracks field work involving on-site inspections; surveys problems associated with arboriculture and horticulture to diagnose problem
- Directs and coordinates the work of subordinates
- Provides data related to tree inventory for the Village's GIS system.
- Places orders for materials and equipment, maintains outside vendor contracts, and processes payments to suppliers and Village contractors.
- Performs snow removal, while using assigned heavy equipment
- Carries out special response and repair duties associated with emergencies
- Participates in setup and cleanup for Special Events in the Village
- Attends all required safety trainings and applies training to work duties
- Other related duties, as assigned

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills
- Excellent customer service skills through relationships with staff and communications and interactions with the public
- Willingness to train on software outside of the basic computer functions
- Ability to transition between duties quickly without losing efficiency or focus, while upholding work zone safety procedures; multitasks safely
- Ability to maintain flexibility in work scheduling; allows for off-hour scheduling

**Education and Experience:** Two-year technical college degree in Arboriculture, Horticulture or equivalent, with three to five years of responsible experience in tree care; or any equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

**Licenses and Certifications:**

- Illinois Pesticide Applicator License
- Valid Illinois Driver's License
- CDL Class "B" Vehicle Operator's License or obtained within six months of hire
- ISA "Certified Arborist" standing

Additional Supplementary training preferred:

- OSHA 10
- Confined Spaces training

**Equipment:** In addition to general software and office equipment, GIS Software, CRM Software and Asset Management Software will be used. Additionally, the following equipment will be used: 1, 5, 10-ton dump trucks, heavy equipment including but not limited to: front-end loader, skid steer, backhoe, aerial equipment, forklift, chipper, hand tools, power tools, and various small tools related to the task assigned.

**Salary Range and Benefits:** This full-time, non-exempt position is in the International Union of Operating Engineers, Local 150, Public Employees Division. The salary range for this position starts at \$67,510 and increases to \$96,443 after 6 years. The employee must be available to work weekend and evening hours as required. The Village provides an excellent benefits package, including health, dental, vision, and life insurance and participation in the Illinois Municipal Retirement Fund (IMRF).

**APPLY NOW!** Interested applicants may apply online at [www.downers.us](http://www.downers.us). Only online applications will be accepted, except for providing reasonable accommodations. The position is open until filled.

The Village of Downers Grove is an Equal Opportunity Employer. For more information or assistance, please contact the Human Resources Department at (630) 434-5500.