



## Job Description

**Job Title:** Seasonal/Summer – Horticulturist/Natural Resource Assistant  
**Reports To:** Natural Resource Manager  
**FLSA Status:** Seasonal/Hourly (up to 600 hours per season)

### PURPOSE

As part of the Natural Resource Department, performs routine natural resource and horticulturist duties such as planting, weeding, mulching, mowing, raking, and other routine unskilled manual labor tasks as assigned. Work week is dependent on weather conditions and workload. Typical workdays are weekdays, 6:00a.m. - 2:30p.m., although an occasional Saturday or overtime work may be required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Assists in the planning, designing and maintenance of annual and perennial flower beds and native planting areas at various FPWC locations.
- Performs landscaping installation and maintenance duties such as planting, pruning, mulching, weeding and watering.
- Responsible for ongoing maintenance tasks such as watering, weeding, grooming, deadheading, removing debris, path raking, fertilizing, and monitoring for plant health issues.
- Assists with habitat restoration projects such as land preparation, seed and plant collection, propagation and planting, erosion control projects, invasive species removal, and prescribed burning (with proper training).
- Cuts trees (3" diameter or smaller) and removes brush with hand tools and power equipment, and moves, loads and hauls trees, brush, and/or related materials and supplies in a safe and appropriate manner.
- Performs operator maintenance on hand tools and power equipment.
- Performs propagation of plants, shrubs, trees and assists with chemical applications of pesticides (with proper licensing and/or supervision). Maintains plant quality with timely transplanting, pinching, pruning, trimming, and growth regulator applications.
- Assists in ordering various types of plants and seeds and helps to maintain greenhouse.
- Collaborates and supports the Natural Resource team and other departments during special events and other projects, including supervision of volunteers.
- Maintains a working knowledge of and adheres to all risk management and safety programs and procedures.
- Completes all other duties as assigned.

### KNOWLEDGE REQUIRED FOR THE ROLE

Basic knowledge of key plants and plant communities, and the ability to use various tools, equipment, materials and techniques applicable to the field of horticulture is required. Must interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Knowledge of basic principles and practices of landscaping and ornamental horticulture in all phases within our climate is preferred.

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must have a valid driver's license. The ability to drive standard transmission equipment is preferred. An Illinois Pesticide Applicator's license is not required, though highly desirable.

**EDUCATION and/or EXPERIENCE**

High School diploma or general education degree (GED) preferred. College-level coursework in horticulture (or related field) and/or horticultural work experience preferred. Some experience in manual labor and ability to use power equipment required. Must be a minimum of 17 years old.

**MACHINES, TOOLS, AND EQUIPMENT**

Pickup trucks, trailers, tractors, mowers (riding and push), brush chippers, chain saws, and all other related horticulture hand and power tools commonly used in lawn maintenance and land restoration.

**PHYSICAL DEMANDS**

Must be able to work standing or kneeling for up to 8 hours per day. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and maneuver up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT**

Must be able to work outdoors in extreme weather conditions and on all types of terrain. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate.