



**TO: Natural Landscape Technician Applicants**

**FR: Human Resources**

**CC: Rich McMahon, Grounds Supervisor  
Derek Liebert, Superintendent of Planning and Operations**

**DT: March 8, 2023**

**RE: Call for Applications – Planning and Operations – “Natural Landscape Technician”**

**PLANNING AND OPERATIONS – Natural Landscape Technician:**

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document 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.

**General Position Description:**

This position is responsible for the management of natural resources within appointed Urbana Park District Natural Areas and the maintenance of Native Landscapes. This position performs activities associated with planting maintenance, prescribed burning, ecological restoration, and the removal and introduction of trees, shrubs, and herbaceous materials.

The position is non-exempt and will be responsible for supervising volunteers, interns, seasonal and intermittent staff in the management of District Natural Areas. Supervision is received from the Grounds Supervisor.

**General Position Requirements:**

This position requires the performance of work associated with the planning, establishment, and maintenance of park district Native Landscapes. This position is additionally responsible for maintaining trails within District Natural Areas and also includes general maintenance activities at all park sites and facilities. Please see the attached Position Description for full details of the position.



---

Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801  
Phone 217.367.1536 / Fax 217.367.1391 / [www.urbanaparks.org](http://www.urbanaparks.org)

**Pay Rate:** 2023

\$36,402 + Paid time off, full benefits, and participation in the Illinois Municipal Retirement Fund (IMRF)

**Application Process:**

The UPD is utilizing an on-line application system—please go to the UPD webpage, [www.urbanaparks.org](http://www.urbanaparks.org), for application instructions. Candidates for the “Natural Landscape Technician” position should submit: cover letter of interest and current resume to reflect the knowledge, skills, and abilities based on the attached position description.

Application Process for selected candidates will include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

**Proposed Schedule:**

Position Notice Posted	March 8, 2023
Applications Due By	March 27, 2023
Interviews Conducted	April 10-14, 2023
Start Date	May 1, 2023