



To: Applicant

From: Human Resources

RE: Landscape Supervisor

Return enclosed job application along with a current resume to the Grand Forks Park District.
Deadline to apply is January 21, 2022 or until position is filled.

Application and resume can be mailed, dropped off, or emailed at:

Grand Forks Park District
Attn: Human Resources
1060 47th Ave South
PO Box 12429
Grand Forks, ND 58208-2429
hr@gfparks.org

Documents enclosed:

- Job Application
- Employee Benefits Overview
- Job Description



APPLICATION FOR EMPLOYMENT

The Grand Forks Park District may request a background check on all individuals who are offered employment by the Park District. The Fair Credit Reporting Act (1971) requires that we inform you that a background investigation may be conducted as part of our employment screening and selection process. This may include an inquiry to obtain information regarding your character, criminal history, general reputation, personal characteristics, credit report and mode of living. The main objective of this investigation is to verify information you provide on your application or during the interview process. If a report is made, you have the right to request details of the report from the consumer reporting agency.

Date: _____

Position for which you are applying for: Full-time Part-time Seasonal

Skating Instructor * Arena Concession Worker * Ice Arena Worker * Warming House Attendant
Horticulture Crew * Baseball Coach * Softball Coach * Forestry Arborist Assistant
Parks Maintenance Worker * Golf Maintenance Worker * Golf Pro Shop Worker
Driving Range Attendant * Pool Lifeguard * Pool Cashier/Concession Worker
Ball Field Maintenance * Just For Fun Leader * Special Needs Leader * Oil Painting Instructor

PART 1 – PERSONAL Are you 18 years or older? YES NO If no, how old? _____

Name: _____ Address: _____

City: _____ State: _____ Zip: _____

Cell Phone: _____ Email: _____

Have you worked for us before? YES NO When? _____ Position Held? _____

PART 2 – EDUCATIONAL PREPARATION (High School, College/Trade School)

<u>Name of School, City, State</u>	<u>Course of Study</u>	<u>Degree</u>	<u>Date of Graduation</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____

PART 3 – WORK EXPERIENCE (List last two jobs, including your current one)

Company: _____ Phone _____ Supervisor _____

May we Contact? YES NO If no, why? _____ Reason for leaving: _____

Briefly describe work performed: _____

Company: _____ Phone _____ Supervisor _____

May we Contact? YES NO If no, why? _____ Reason for leaving: _____

Briefly describe work performed: _____

PART 4 – EQUIPMENT/MACHINES OPERATED:

PART 5 – REFERENCES (persons who can speak of your job/professional qualifications)

Name: _____ Phone: _____ Relationship: _____

Address: _____ City/State: _____ Zip: _____

Name: _____ Phone: _____ Relationship: _____

Address: _____ City/State: _____ Zip: _____

PART 6 – GENERAL INFORMATION

If hired, when could you start here? _____ Are you available during weekends? YES NO

Valid Driver's License? YES NO Class of License: _____

I CERTIFY THAT ALL FACTS CONTAINED IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE AND UNDERSTAND AND AGREE THAT ANY MISSTATEMENT WILL BE GROUNDS FOR DISQUALIFICATION OR DISMISSAL FROM EMPLOYMENT BY THE GRAND FORKS PARK DISTRICT. I AUTHORIZE INVESTIGATION OF ALL STATEMENTS CONTAINED HEREIN AND THE REFERENCES AND EMPLOYERS LISTED TO GIVE YOU ANY AND ALL INFORMATION CONCERNING MY PREVIOUS EMPLOYMENT AND ANY PERTINENT INFORMATION THEY MAY HAVE, PERSONAL OR OTHERWISE. IF JOB OFFER, I AUTHORIZE FURTHER INVESTIGATION TO INCLUDE A BACKGROUND CHECK INTO FELONY CONVICTIONS AND CHILD NEGLECT OR ABUSE AND RELEASE THE GRAND FORKS PARK DISTRICT OF ANY LIABILITY AND ANY DAMAGE THAT MAY RESULT FROM UTILIZATION OF SUCH INFORMATION. I UNDERSTAND BY PROVIDING INFORMATION ON THIS APPLICATION THAT THERE IS NO CONTRACTUAL OR IMPLIED AGREEMENT BETWEEN MYSELF AND THE GRAND FORKS PARK DISTRICT.

X _____

Applicant Signature

X _____

Date

Complete & Return Application to:

Grand Forks Park District
PO Box 12429
1060 47th Ave So
Grand Forks, ND 58208—2429

Email: hr@gfparks.org
Phone: 701-746-2750
Fax: 701-746-2753

EQUAL OPPORTUNITY EMPLOYER



gfparks.org | choicehf.com | kingwalk.org
lincolgolf.org | gfparksfoundation.org

BENEFITS SUMMARY SHEET



This is a brief description of The Grand Forks Park District's benefits package for eligible employees. The intent of this sheet is to provide a high-level summary of benefits. It does not provide a full description and is not a guarantee of benefits. For additional information, please contact Human Resources.

BENEFIT	DESCRIPTION	EMPLOYER CONTRIBUTION
Health Insurance	Blue Cross Blue Shield ND <ul style="list-style-type: none"> • Classic Blue 500 	90.25% monthly premium
Dental & Vision Insurance	Total Dental Administrators (TDA) Avesis Vision	N/A
Disability and Life Insurance	Long-term disability benefit provides 60% of monthly salary and \$25,000 life insurance.	100%
Flexible Spending Account (FSA)	Medical FSA Dependent Care Spending Account	N/A
Voluntary Benefits	<ul style="list-style-type: none"> • Accident Insurance • Hospital Confinement • Critical Illness • Cancer Insurance • Additional Life Insurance 	N/A
Retirement Plan	North Dakota Public Employee Retirement Systems (NDPERS)	Employer contributes 8.26% and employee contributes 7%
Deferred Compensation Plan	Pre-tax or Roth payroll deductions	N/A
Sick and Bereavement Leave	Employees accrue 12 days of sick. Receive 3 days of bereavement leave for qualifying member.	100%
Vacation Leave	Employees accrue up to 20 days of vacation leave per year depending on years of service and 12 days of sick leave per year.	100%
Holidays	Recognizes 7 holidays per year.	100%
Membership	<ul style="list-style-type: none"> • Choice Health & Fitness • YMCA • King's Walk Golf Course • Lincoln Golf Course • Elks / Riverside Pool • Park District programs/activities • Riverfork Credit Union 	100%

BENEFITS SUMMARY SHEET

Employee Assistance Program (EAP)	Confidential service available 24/7 that provides assessment, counseling, and resources to help employees resolve personal issues.	100%
Tuition and Certification Reimbursement	Tuition reimbursement upon completion of courses.	Up to 100%
Wellness Program	Health Blues Rewards through Blue Cross Blue Shield ND	100%
Identity Fraud Expense Reimbursement	Travelers Casualty and Surety Company of America	100%
Discounts	<ul style="list-style-type: none"> • AT&T Verizon • Lifetime Vision • Cenex Gas Station • Sherwin Williams paint • Office 360 	Discounts vary

GRAND FORKS PARK DISTRICT
Updated 12/27/21

Position: Landscape Supervisor
Incumbent:
Employee Status: Non-Exempt
Supervisor: Forestry Operations Manager

The position description presented below is intended to present a descriptive list of the range of duties performed by employees in this position. These specifications are not intended to reflect all the duties performed within the job.

STATEMENT OF PURPOSE

The position has the responsibility for directing the Park District landscaping services, community garden program, and working with groups that are interested in improving beautification of Park District parks. This position also works with the Forestry Department in the winter months assisting with snow removal operations, pruning, and other forestry related activities.

DUTIES/RESPONSIBILITIES/STANDARDS

Critical Element # 1

Work closely with the Forestry Operations Manager in planning, designing, and ordering plant material for annual, perennial, shrub, and landscape projects within the Park District.

Expectations

1. Public acceptance and feedback are critical to all landscape designs. All landscape designs require consideration of public interest and uses, maintenance, plant health care, and cost. Landscape design and creativity is measured by public acceptance and guided by horticulture design principles.
2. All plans, designs, bids, estimates, orders etc. are to be developed and prepared in a professional manner and within the appropriate time frame.
3. Landscape designs and plant material selection are to be made according to horticulture standards of plant health care, matching plant material to site, ADA specifications, and principles of therapeutic horticulture.

Critical Element # 2

Coordinate with the Forestry Operations Manager and appropriate Park District Departments on all landscape projects.

Expectations

1. Provide written and oral reports, plans, designs, budgets etc. as requested by the Forestry Operations Manager, other Park District Departments, and office personnel.
2. Represent the Park District landscape services when meeting and coordinating with outside government entities, private groups, and individuals in a timely, courteous, and professional manner.
3. Contact utility companies for line locations on any landscape project requiring digging before landscape installation begins.
4. Coordinate with other department managers for equipment, materials, and labor when needed to accomplish landscape projects in a timely manner.

Critical Element # 3

Implement landscape designs and maintain Park District landscapes as well as irrigation systems. Hire, train, and direct the Landscape staff of seasonal workers in the completion of landscape projects and maintenance.

Expectations

1. Follow Park District personnel procedures in hiring and management of the landscape staff.
2. Establish horticulture techniques of plant health care for overall management of Park District landscapes.
3. Staff and public safety are the first consideration in the use and operation of all tools, power equipment, motor vehicles, and in the handling of fertilizers & pesticides. Training on the efficient and safe uses of equipment and horticulture products will be ongoing.
4. Perform quality leadership that motivates and inspires staff members in a positive manner.
5. Maintain irrigation systems within the Park District that don't have staff available to run or monitor the systems.
6. Assist other Park District staff with irrigation systems when appropriate.

Critical Element # 4

Coordinate with Forestry Department regarding forestry projects. Direct the Landscape staff in light forestry projects such as pruning, fertilizing, and mulching of park and boulevard trees. Cooperate on a variety of forestry and landscape projects where the two crews work together.

Expectations

1. Follow the Forestry Department standards that are relevant to the tasks involved.
2. Coordinate with the Forestry Operations Manager on all forestry projects that the landscape staff works on during the year.
3. Coordinate with the Forestry Assistant Operations Manager when landscape projects require assistance from the forestry staff and use of equipment.

Critical Element # 5

Assist the Forestry Department during the winter months for snow removal operations, pruning, and other forestry related activities

Expectations

1. Follow the Forestry Department standards that are relevant to the tasks involved.
2. Work with the forestry staff as directed by the Forestry Assistant Operations Manager.
3. Safely operate forestry equipment for snow removal operations, pruning, and other forestry related activities.

Critical Element # 6

Assist and coordinate with groups (which may include non-profit volunteer groups, as well as other city government departments) who wish to work with the Park District in providing beautification of Park District parks. Consult with members of the public and other governmental agencies regarding landscape inquiries.

Expectations

1. When appropriate, coordinate, design, or install landscape projects with groups or other governmental agencies where the Park District has a vested interest.
2. When appropriate, direct the Landscape staff to assist volunteer groups with Park District projects and landscape maintenance.
3. Coordinate work schedules and work with volunteer groups during times that are convenient to the volunteers such as weekends or evenings.
4. Interrelationships with groups and governmental agencies should be on a positive partnership basis.
5. Exhibit good customer service skills when working with internal staff, individuals, groups, and other government employees.

Critical Element # 7

Coordinate and maintain the Park District Community Garden Program and grounds.

Expectations

1. Organize and communicate with the public regarding Community Garden plot rentals.
2. Communicate with renters regarding maintenance of garden plots that aren't meeting the maintenance standards laid out by the Park District.
3. Maintain and, if possible, improve the garden plots during the off season to maintain favorable growing conditions.

KNOWLEDGE/SKILLS/ABILITIES

1. Have achieved a minimum Associate in Applied Science degree in the field of Horticulture, a related field, or equivalent work-related experience in the field of horticulture and landscaping.
2. Have the ability to plan, design, estimate costs, and prepare plant material orders for flower beds and landscape projects.
3. Have good written and oral communication skills and the ability to work effectively with the public and other government entities.
4. Computer skills as required for effective written communication and Landscaping tasks such as: landscape planning, design, budgeting, ordering etc.
5. Have successful experience in the hiring, training, and directing landscape staffs towards productive team efforts.
6. Have demonstrated the ability to take directions and contribute to the team spirit in the work setting as well as cooperate and coordinate with other department personnel in the accomplishment of assigned tasks.
7. Have demonstrated the ability to operate the departments' equipment in a safe and effective manner.

8. Have, or be able to obtain, a valid State of North Dakota, Department of Agriculture, Certified Pesticide Applicators License including Ornamentals and Turf certification.
9. Have a valid Driver's License.
10. Individual would be expected to maintain their skill levels to industry standards in computer technology and landscaping.
11. Have, or be able to obtain, a valid Minnesota Nursery & Landscape Association (MNLA) certification.

SUPERVISORY

This position will supervise multiple part-time seasonal employees.

CONTACTS

This position has contact with the Parks, Forestry, Recreation, Golf Course, Office supervisors and staff, other government entities, the general public, and volunteer groups.

CONSEQUENCES OF ERRORS

Damage to both public and private property is possible. Personal injury to employees, other workers and the general public may also occur. Errors made by the individual in this position could lead to a negative perception of the Park District by the general public and portray an image to the general public that would not be consistent with the Park District goals and objectives.

WORKING ENVIRONMENT

This position requires that the employee work in direct contact with inclement weather throughout the year and requires administrative duties. Hours will generally be from 7:00 A.M. to 4:30 P.M., however there will be some, early morning, evening, and weekend hours expected. Employee must also work at heights of fifty feet and greater in a bucket of an aerial lift truck. Reference the functional job description for additional details.