The Village of Oak Lawn, IL, is seeking a qualified individual for the full-time position of Village Forester.

The Village of Oak Lawn is a Tree City USA since 1996, has received 8 years of Growth Awards and is very committed to maintaining and enhancing its urban tree canopy. Additionally the Village has actively been working on sustainable initiatives since 2008 with the Oak Lawn Green Team. The Village is committed to the value of high quality community trees and implementing sustainable initiatives.

VOL Vision Statement: “To be the premier first generation south suburb of the Greater Chicago Community in which to live, work, and play.”

Green Team mission statement: “To Achieve a Cleaner, Greener and Sustainable Oak Lawn.”

Forestry Division Mission Statement: “To establish and maintain a high quality of life through a safe, healthy, energy efficient and aesthetically attractive urban forest using cost effective and professional management techniques.”

Primary Responsibilities for this position include, but are not limited to:

Village Forester

• Maintain and update the Village’s computerized tree inventory.
• Maintain current and establish and implement new forestry operating policies and procedures.
• Develop and administer the Village’s urban forestry management plan.
• Review and recommend ordinances updates as appropriate.
• Respond to citizen forestry inquiries, work orders and concerns.
• Provide public education outreach of urban tree care.
• Monitor insect, disease and high risk tree issues throughout the community.
• Oversee the resident cost share parkway tree planting program.
• Coordinate and provide arborist training for Village crews.
• Manage the Emerald Ash Borer removal/ replacement of ash trees.
• Manage current grants and apply for new grants as available.
• Complete Tree City USA application and coordinate Arbor Day celebrations.
• Implement, coordinate, and quality control of contractual services of removals, cycle prune, emergency time and material (T&M), FEMA, and planting work as appropriate.
• Plan review for Tree Preservation or other building plan submittals in relation to trees.

Village Horticulturist

• Commitment to a high level of public grounds maintenance in concert with the Director of Buildings and Grounds.
• Implement, coordinate, and quality control of contractual services of landscaping and annual flower maintenance.
• Train and guide in house staff in horticultural activities and practices.
• Design and coordinate install of small landscape projects as requested.
• Review submitted landscape plans when requested.

**Village Staff Green Liaison**

• Staff and support the Green Team meetings, events, and activities.
• Provide public education on recycling and “green” initiatives, including attending events on evenings and weekends.
• Coordinate Earth Day activities and manage Farmer’s Market Green Team outreach.

**Qualifications:**

• Bachelor’s degree in urban forestry, arboriculture, horticulture or related field; experience/knowledge in landscape architecture a plus.
• Minimum of three years’ management experience in urban forestry.
• Must possess a valid Illinois driver’s license.
• Arborist Certification through the International Society of Arboriculture and the ability to obtain an Illinois Pesticide Applicators License.
• Strong organizational, written and verbal communication skills required.
• Computer literacy in Microsoft Word, Excel and Access and Davey TreeKeeper desirable.
• Knowledge of current professional horticultural practices and pest control desired.
• Knowledge of sustainable practices such as traditional and electronic recycling desired.
• Experience working with volunteers desired.
• Experience in training or educating staff or volunteers is desired.

Starting salary range of $60,000 to $75,000 DOQ, plus excellent benefits.

Send cover letter and resume and to:

Dan Omiecinski  
Director of Human Resources  
Village of Oak Lawn  
9466 S. Raymond Avenue  
Oak Lawn, IL. 60453  
PHONE: (708) 708-499-7882  
FAX: (708) 636-7555  
domieinski@oaklawn-il.gov

Deadline for cover letter and resume is 5:00 p.m. on Friday, March 22, 2013.

The Village of Oak Lawn is seeking qualified applicants, without regard to sex, race, color or ethnic origin – an Equal Opportunity Employer.