



TO: Arbor Technician Applicants

FR: Human Resources

CC: Rich McMahon, Grounds Maintenance Supervisor

DT: July 1, 2026

RE: Call for Applications – Planning and Operations – Arbor Technician

PLANNING AND OPERATIONS – ARBOR TECHNICIAN:

The Urbana Park District is conducting a search to fill the Arbor Technician position.

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:

The Arbor Technician is a Full-Time Non-Exempt position. The Arbor Technician reports directly to the Grounds Maintenance Supervisor.

This position may require flexibility in the hours worked to meet the needs of the Planning and Operations Department, and may change depending on the building use/activities planned. Typical hours are 7:00 a.m. – 3:30 p.m., Monday through Friday. Overtime and weekend hours may be necessary to support continuous business operations and/or building function support.

General Position Requirements:

The position is responsible for tree care and maintenance of the park district by performing tasks including: planting, pruning, watering, diagnosing, and removal. This position performs a majority of duties outdoors seasonally and must be able to work effectively in sometimes extreme conditions.

Please see the attached Position Description for full details of the position.



Pay Rate: FY27

\$48,128.83 – 63,517.61 + Paid time off, full benefits, and participation in the Illinois Municipal Retirement Fund (IMRF). See attached benefits summary for a full list of benefits.

Application Process:

The UPD is utilizing an on-line application system—please go to the UPD webpage, www.urbanaparks.org, for application instructions. Candidates for the “Arbor 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	July 1, 2026
Applications Due By	July 20, 2026
Interviews Conducted	July 27-31, 2026
Start Date	August 17, 2026

Questions:

Contact Rich McMahon at 217.344.9583 and/or ramcmahon@urbanaparks.org