

CLAY COUNTY JOB DESCRIPTION

Position Title: Golf Course Maintenance Worker
Reports To: Assistant Golf Course Superintendent
Department Title: Parks
Level: 12
Date: January 2010

Primary Objective of Position

The employee in this class is responsible for the day to day maintenance of the Paradise Pointe golf Complex. The position involves manual labor, equipment operation and maintenance, and the use of various power and hand tools. This employee reports directly to an Assistant Golf Course Superintendent.

Essential Duties and Responsibilities

- Performs ground maintenance tasks: mow greens, tees, fairways and rough, edge, trim grass areas; rake and edge bunkers, move golf hole and tee markers locations.
- Plant mulch, stake, fertilize, trim trees and shrubs; cut, roll, lay and water sod; install, clean out and repair drainage drop inlets; pick-up, load and secure debris and trash; operate and maintain greens mowers, golf course rough mowers, fairway mowers, tee mowers, greens mower string trimmers, chain saws.
- Performs golf course improvement tasks: assembles and /or repairs ball washers, bunkers, trash cans, signs, bumper blocks, tees, irrigation and drainage.
- Use skid loader with mounted boom or bucket to clear ice and snow from parking lots, shovel sidewalks at golf course.
- Performs cart path repair and improvements: cut out concrete and repair.
- Performs preventive maintenance on equipment: change oil and filter; grease moving parts; air up and/or change tires; sharpen or change blades, belts, springs, chains; clean by pressure washing or with compressed air; sand, prime and paint rust areas.
- Operate golf course vehicular fleet and grounds maintenance equipment: including, pick-ups, trailers, utility tractor, fairway mowers, rough mowers, greens mowers tee mowers and trim mowers, skid loader, turf utility vehicles, chain saws, power seeders, aerators, sod cutters, fertilizer spreaders, box blades, post hole augers, edgers, sprayers, and trimmers.
- Uses hand tools to perform repairs and tasks: change hole locations on greens, fabricate with metal by using electric or gas welders and gas cutting torch; jack hammer, shovels, rakes, hoes, whips, levelers, to maintain grounds and roads; chain saws, pruners, trimmers, bow saws, drills for resetting golf course/information signs, saws for cutting concrete and forms.

Required Knowledge, Skills and Abilities

- Knowledge of department policies and procedures.
- Knowledge of proper loading, transportation and unloading of equipment and construction materials.
- Knowledge of basic, safe equipment operations and preventive maintenance.
- Skill in operation of various types of golf course maintenance equipment.
- Skill in operation of various mowers from greens mowers to brush hogs.
- Skill in the use of hand tools like hole cutter jack hammer, chain saws, pruners, string trimmers, pressure washer, spreader, welder, cutting torch, auger, tamper, post driver, and grinders.
- Skill in seeding, fertilizing, mulching, and general ground preparation for restoration and renovation.
- Knowledge of golf course set up and conditioning requirements.
- Knowledge of basic repairs and inspections of fencing, barriers, ball washers, benches, gates.
- Knowledge of basic golf course maintenance, cart path repair, structure and facility

maintenance.

Environmental Demands

- Work is performed entirely outdoors with exposure to all elements: i.e., insects, snakes, poison ivy, extreme cold and hot temperatures, snow and rain.
- Heavy lifting is required, sometimes up to 100 pounds.
- Most work is performed with patrons playing golf exposing employee to flying golf balls and other hazards associated with operating equipment when watching for golfers hitting golf balls.

Minimum Qualifications

- Must have a high school diploma or State approved equivalent.
- Must have a minimum of one year of experience in grounds maintenance and/or light equipment operations or related experience.
- Must possess a valid driver's license.

ADA/Physical Demands

- Must have adequate vision to operate equipment and drive vehicles.
- Must be able to hear normal conversations & instructions by verbal communications from supervisor, by telephone or 2-way radio.
- Must be able to speak clear English with peers, supervisors and public to give task information and directional instructions.
- Must be able to lift/carry 100 lbs. Necessary for loading and/or removal of debris, trash barrels, picnic tables, tools, tires, hooking up equipment, etc. May vary each day with work load and assigned tasks.
- Must be able to push/pull 300 lbs. Must be able to push lawn mowers, spreaders, rollers, seeders, etc., to include wheelbarrows full of concrete, sand or rock. Varies with days work load and job assignments.

This is not an inclusive list. Other duties, qualifications, knowledge, and skills may be required.

Approved by:

Appointing Authority

Date