

CLAY COUNTY JOB DESCRIPTION

Position Title: Golf Course Technician **FLSA:** Non-Exempt
Department: Parks **Level:** 13
Reports To: Golf Course Technician III
Date: March 2014

General Purpose

The ***Golf Course Technician*** position is an entry level position responsible for performing general maintenance of systems/grounds and assisting customers of the golf courses. This position works under general oversight and direction from the Golf Course Technician III position.

Primary Responsibilities

- Performs all the essential duties and responsibilities of the Golf Course Technician position.
- Performs all the essential duties and responsibilities necessary to maintain golf course grounds including but not limited to greens, tees, fairways and rough, bunkers and irrigation/drainage systems using equipment in a safe, effective condition and assure that overall maintenance needs are met.
- Performs a variety of basic building janitorial tasks assigned.
- Assist customers with golfing needs.
- Must be available to work a flexible schedule, including weekends, holidays and evenings as needed to perform maintenance and repair functions.

Essential Duties

The following is a nonexclusive list of essential duties and responsibilities for this position. The incumbent employee must be able to effectively and efficiently perform them and other duties as assigned:

- Completes grounds assignments that include mowing greens, tees, fairways and rough, edging, trimming turf; raking and edging bunkers, moving golf hole and tee markers locations.
- Plants and maintains trees and shrubs; cuts and installs sod; installs, cleans out and repairs drainage drop inlets; loads debris and trash; operates and maintains greens mowers, rough mowers, fairway mowers and tee mowers; operates and maintains string trimmers and chain saws.
- Assembles and maintains ball washers, trash cans, signs, bumper blocks, tees, bunkers and irrigation/drainage systems.
- Performs snow and ice removal from golf course parking lots and sidewalks.
- Performs cart path repairs and improvements (concrete/asphalt) as required.
- Performs preventive maintenance on equipment including fluid/filter changes, lubrication, tire repairs, mower blades, belts, springs, and chains; cleans equipment using pressure washer and/or compressed air.
- Operates and maintains golf course vehicles and grounds equipment including pick-ups, trailers, fairway mowers, rough mowers, greens mowers, tee mowers and trim mowers, skid loader, utility vehicles, chain saws, power seeders, aerators, sod cutters, fertilizer spreaders, sprayers and tractors with various attachments.

- Performs ancillary tasks using shovels, rakes and various hand tools; metal fabrication using electric or gas welders and cutting torch.
- Follows all County and departmental safety rules, regulations and procedures.
- Performs other duties as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position. In addition to the requirements listed below, regular attendance is an essential function of this position.

- Knowledge of department policies and procedures.
- Knowledge of proper loading, transportation and unloading of equipment and construction materials,
- Knowledge of safe equipment operation and preventive maintenance.
- Knowledge of golf course set-up and conditioning requirements.
- Knowledge of golf course site amenity maintenance and repairs.
- Knowledge of golf course and facility maintenance procedures.
- Skill in operation of various types of golf course maintenance equipment and mowers.
- Skill in the use of various hand tools and equipment used in golf course maintenance.
- Skill in golf course turf management and restoration procedures.
- Ability to perform assigned tasks without direct supervision, follow instructions and communicate effectively with supervisors, staff and general public.
- Ability to functionally utilize computer equipment as required.
- Ability to meet a regular work schedule as required to complete County business; including, but not limited to, ability to take short notice “after hour calls” as assigned for snow removal or other related operations.
- Ability to work in outdoor conditions of extreme heat or cold for lengths of time.
- Ability to communicate effectively, both orally and in writing, read and write English sufficiently, read warning labels, MSDS sheets and equipment manuals.
- Ability to interact effectively and courteously with visitors and County staff.
- Ability to independently and safely carry out tasks, duties and responsibilities assigned.
- Ability to pass a drug screening test.
- Ability to handle detailed and stressful situations in an appropriate manner.

Education and Experience:

- Must have a high school diploma or equivalent.
- Minimum of one year experience in ground maintenance and/or light equipment operations or related experience.
- Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Licenses, Certificates and Other Requirements

- Must be legally licensed and insured to operate a motor vehicle and the ability to drive a motor vehicle under normal and inclement weather situations.

Minimum ADA/Physical Requirements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively on the telephone, by two-way radio and in person.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to distinguish colors, to comprehend written work instructions, to review, and to evaluate a variety of written/typed documents and text materials.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to walk on uneven ground to perform and inspect work; sit and work at a keyboard; sit in one area for more than two hours; occasionally required to perform strenuous tasks requiring muscular strength and coordination; lift and carry up to 100 pounds; maintain body balance while ascending or descending ladders or open stairs; maintain body equilibrium while bending at the waist or at the knees; frequently required to stand or sit for an extended period of time without a significant rest period.
- Must be able to push/pull 300 pounds. Necessary for pushing lawn mowers, spreaders, rollers, seeders, wheelbarrows full of concrete, sand or rock, etc. Varies with day's work load and job assignments.

Work Environment

- Exposure to noise varies depending on assigned task and equipment.
- Exposure to wide range of outdoor weather conditions, including extreme heat and cold; exposure to debris, fumes, odors, airborne particles and dust; potential exposure to the possibility of bodily injury; potential exposure to toxic or caustic chemicals and other hazardous conditions.
- Exposure to in-flight golf balls and other hazards associated with equipment operation during golf course play.
- In times of emergency and/or public safety incidents, may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; may be exposed to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury; may be exposed to toxic or caustic chemicals and other hazardous conditions.

Required Travel

- The employee is frequently required to travel throughout the County; may be required to travel within and out of state.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Clay County maintains its rights as an "at will" employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County's current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

Approved By:

County Administrator **Date**

Assistant County Administrator – Operations **Date**

Assistant County Administrator – Finance & Administrative Services **Date**