

CLAY COUNTY JOB DESCRIPTION

Position Title: Golf Course Maintenance Worker
Reports To: Golf Course Superintendent
Department Title: Parks
Date: February 2006

Primary Objective of Position

The employee in this class is responsible for operating light construction and grounds maintenance equipment: skid-loader, wheel loader, water truck, dump truck, trash compactor truck, aerial boom truck, tractor mowers, commercial riding mowers, pick-up and flat bed trucks and also uses hand tools and performs minor road repairs, grounds maintenance, structure and facility maintenance and other manual labor as necessary. Mows grass and weeds, trim trees and brush, remove debris from bridges and facilities; removes snow and ice as required, maintain equipment and observe safety procedures. This employee reports directly to the Golf Course Superintendent.

Essential Duties and Responsibilities

- Performs ground maintenance tasks: mow greens, tees, fairways and roughs. Edge and trim and rake bunkers. Move golf holes and tee markers. Plant trees and shrubs. Fertilizes, prunes trees and shrubs; cut, roll, lay and water sod; install, and maintain sand bunkers. Operate fairway mowers, greens mowers, tee mowers and rough mowers. Deliver drinking water on golf courses. Clean and maintain restrooms. Operate aerators, seeders and spreaders.
- Performs snow and ice removal: operate trucks with mounted snow plow blades and sand spreaders, use skid loader with mounted boom or bucket to clear parking lots, shovel sidewalks at club house.
- Performs cart path repairs and improvements: load and haul rock or hot/cold asphalt mix for patching of holes; fill cracks with asphalt emulsion; install, repair and clean out culverts. On call 24-hour.
- 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 park vehicular fleet and grounds maintenance equipment: includes cars, pick-ups, flatbed trucks, crew-cab trucks, dump trucks, boom or bucket truck, tractors, skid loader, water truck, haulsters, self-propelled compactor, brush chipper, stump cutter, chain saws, outboard motors, power seeders, aerators, sod cutters, sand spreaders, snow plows, post hole augers, edgers sprayers, and trimmers.
- Uses hand tools to perform repairs and tasks: 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 highway/information signs, cutting bridgeboards or concrete 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 and safe equipment operations and preventive maintenance.
- Skill in operation of various types of ground maintenance equipment.
- Skill in operation of various trucks from pick-ups to dump trucks and flatbeds.
- Skill in the use of hand tools like jack hammer, chain saws, pruners, 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 county park system to include location of offices, facilities, roads and boundaries.
- Knowledge of basic repairs and inspections of fencing, barriers, gates, picnic tables, grills, play structures.
- Knowledge of basic grounds maintenance, road repairs, 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.
- Some work is on public roadways, shoulders, bridges, etc., exposing employee to traffic and other hazards associated with heavy construction equipment.

Minimum Qualifications

- Must have a high school diploma or GED.
- Must have a minimum of one year of experience in grounds maintenance and/or light equipment operations or related experience.
- Must possess a Class B commercial drivers license with air brake endorsement or ability to obtain the same within 6 months of hire.

ADA/Physical Demands

- Must have adequate vision to operate equipment and drive vehicles. Must be able to obtain valid MO state, Class B driver license.
- Must be able to hear normal conversations & instructions by verbal communications from supervisor or 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, skills may be assigned.

Approved by:

County Administrator

Date

