



POSITION DESCRIPTION  
**SEASONAL GROUNDSKEEPER, GOLF COURSE**

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**PURPOSE, SCOPE AND WORKING RELATIONSHIPS:** The Seasonal Golf Course Groundskeeper assists in the daily operations, maintenance and repair of the Golf Course. The Seasonal Golf Course Attendant/Groundskeeper is normally employed for six months between April and September.

Reports to: Golf Course Manager  
Assistant Superintendent

Supervision: None

**DUTIES AND RESPONSIBILITIES:**

- Safely and efficiently assists in the operations of the Golf Course grounds under the direction of the Manager and Assistant Superintendent, ensuring guests, members and the public have an excellent experience.
- Performs general grounds maintenance duties including:
  - Mowing;
  - Weed trimming;
  - Water;
  - Shoveling;
  - Leaf blowing;
  - Bunker maintenance.
- Performs the following driving range duties:
  - Picking up range balls;
  - Moving hitting area;
  - Cleaning range balls;
  - Filling divots.
- Sets up, rotates, puts away, and washes all golf carts; and ensures all carts are charged/fueled.
- Performs general interior and exterior maintenance activities in and around the clubhouse including the following tasks:
  - Sweeping and mopping floors, sidewalks and decks;
  - Emptying wastebaskets and garbage cans
  - Cleans, disinfects and maintains restrooms.
- Assists members, guests and the public of the Golf Course when required.
- Follows all established safety procedures and precautions including reporting all incidents or accidents immediately; equipment malfunctions or breakdowns; unsafe or hazardous conditions; and assures that work or assignment areas are clean and equipment are properly cleaned and stored before leaving on breaks, end of workday, etc.
- Performs other duties when assigned or when necessary.

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of City policies, procedures, programs, rules and regulations.
- Knowledge of the basic game of golf.
- Knowledge and mechanical ability and aptitude desirable.
- Ability to do manual work in a wide range of working conditions, especially outside during inclement weather.
- Ability to be mobile in a variety of work environments including climbing steps, ramps and ladders; entry on confined spaces; possess sufficient physical strength and ability to perform lifting and moving materials and equipment; to reach overhead and bend down to complete tasks needed.
- Ability to lift 50 pounds.
- Ability to work evenings, weekends and holidays.
- Ability to read, write, speak and understanding English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, subordinate staff, City Council, other external agencies, and the general public.

**MINIMUM REQUIREMENTS:**

- Must be 16 years old or older.
- Possession of a valid State of Minnesota driver's license.
- Must be able to lift 50 pounds.
- Must be able to work evenings, weekends and holidays.