



POSITION DESCRIPTION
GROUNDSKEEPER

PURPOSE, SCOPE AND WORKING RELATIONSHIPS: The Groundskeeper prepares and maintains the golf course greens, fairways, and other golf course surfaces as required. This position is a seasonal position and is normally employed for six months between April and September.

Reports to: Head Groundskeeper

Supervision: None

FLSA Status: Non-exempt

DUTIES AND RESPONSIBILITIES:

- Ensure all guests receive an excellent experience and are treated in a courteous and friendly manner.
- Safely and efficiently assists in the operations of the Golf Course grounds and general upkeep of equipment under the direction of the Lead Groundskeeper.
- Performs general grounds maintenance duties including:
 - Mowing;
 - Weed trimming;
 - Water;
 - Shoveling;
 - Leaf blowing;
 - Bunker maintenance;
 - Fertilizing.
- 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 preventative maintenance and clean up in the outbuildings and around the clubhouse and including the following tasks:
 - Sweeping, clearing sidewalks and decks;
 - Emptying wastebaskets and garbage cans;
 - Cleans, disinfects and maintains restrooms;
 - Check oil and air filters on equipment and oil as necessary.
- 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 as assigned.

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:

- Ability to provide excellent customer service.
- 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 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.
- Ability to follow verbal and written instructions.

MINIMUM REQUIREMENTS:

- Must be 16 years old or older.
- Must be able to lift 50 pounds.
- Must be able to work evenings, weekends and holidays.