

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Golf Seasonal Worker

REPORTS TO: Golf Course Superintendent

SUPERVISES: -----

PURPOSE OF POSITION: Responsible for skilled manual labor in the upkeep and maintenance of the city's golf course grounds.

ESSENTIAL FUNCTIONS:

Performs grounds maintenance activities including but not limited to mowing, seeding, landscaping, trimming of trees, bushes and shrubs, etc.

Waters the course grounds and assists in making repairs to the course(s) irrigation system by direction of the supervisor.

Assists in changing cups and tee markers, and maintaining ball washers and water hazards.

Assists in the construction of new golf course grounds by preparing soil and planting grass.

Responsible for the safe and efficient operation of various equipment, skills and techniques according to departmental policies and procedures.

Operates a variety of hand and power tools and equipment including but not limited to push mowers, riding mowers, weed eaters and trimmers equipped with plastic blades, , sprinklers, , , etc, in the performance of job duties.

Assists in performing general preventative maintenance and repair of turf grass equipment, such as mowers, weed eaters, etc. by direction of the supervisor.

Refers citizen complaints to the supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, and municipal officials.

MARGINAL FUNCTIONS:

Performs other duties as directed or as the situation dictates.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Ability to learn the materials and supplies and to operate tools and equipment utilized in the care and maintenance of the golf course(s) and grounds.

Ability to learn the precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to understand and follow specific work orders, verbal or written.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION AND/OR LICENSES:

1. Must possess a valid driver's license at the time of hire.
2. Must be bondable.
3. Must be at least 16 years of age at the time of hire.

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing. The incumbent must have the ability to transport themselves to and from various locations throughout the city. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, pesticides, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in high/precarious places and is occasionally exposed to fumes or airborne particles, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

Employee Signature

Date

Supervisor Signature

Date

3/4/08