



City of Winder

Job Description: Golf Course Maintenance Worker II

Department: Golf Course

Rev 4/14

EEO Function:

Pay Grade: 12

EEO Category: Service Maintenance

Status: Non-exempt

Pay Type: Hourly

Position Number: 3133

I. Chain of Command/ Reports To:

Golf Course Superintendent

II. Job Summary:

Under general supervision, performs a variety of work in the general maintenance of the golf course in which this position is responsible for maintaining the golf course grounds and other related duties associated with the Department.

III. Essential Duties and Functions:

- Follows and promotes Policy & Procedures of the City of Winder.
- Informs and advises the City Administrator through the proper chain of command on all department issues affecting the City; provides advice, support, and information to other employees regarding changes affecting department operations.
- Performs light to heavy manual labor and/or unskilled to semi-skilled tasks to assist with removal of trash and debris and/or construction, maintenance, replacement, and repair of City golf course grounds.
- Responsible for cutting grass on the tee boxes, fairways, roughs, fringes and greens using a tractor mower; maintains rough and areas surrounding the golf course.
- Sodding, trimming and applying fertilizer and pesticides on and around the golf course green, fairways and tees.
- Performs greens aerifications, top dresses, and drags greens; monitors greens for hot spots and disease.
- Operates aerators, seeders, spreaders and any and all other golf course equipment.
- Maintains mowers and changes cutting reels as needed.
- Irrigates the golf course including the greens, fairways and tees.
- Assists in repairing irrigation leaks and replacing sprinkler heads and water lines.
- Maintains sand traps by filling traps with sand, pumping water out of traps and spinning and raking the traps.
- Moves golf holes and tee markers.
- Removes trees, trims shrubs and weeds flower beds.
- Assists in seeding greens and tees.
- Performs custodial operations on golf course grounds and buildings.
- Dig ditches, trenches and post holes.
- Cuts grass and weeds in common areas; rakes leaf/debris and loads grass and brush; clean grounds; plants landscaping.

- Performs cart path repairs and improvements: loads and hauls rock or hot/cold asphalt mix for patching of holes; fill cracks with asphalt.
- Installs, repairs and cleans out culverts.
- Clean and maintain basic tools used on the job.
- Performs minor repairs on tools, machines and equipment of the trade.
- Performs minor building maintenance, cleaning and custodial duties in assigned areas.
- Assists in performing general building maintenance and repair, including rough carpentry, pouring and finishing concrete, painting and related work.
- Participates in the set-up of greens.
- Moves equipment for activities and stores such after activities are completed; set up chairs, tables and other equipment for events and store afterwards.
- Work with various chemicals and/or materials.
- Observe safe-working practices, including maintaining storage areas in a safe condition; notify supervisor of the need for equipment repair; correct or report any safety or fire hazards.
- Participate in special City events as required.
- Work with other departments as assigned.
- Maintains uniforms and other assigned equipment in functional and presentable condition.
- Performs related duties as assigned.

IV. Knowledge, Skills, and Ability:

- Knowledge of acceptable golf course maintenance operations.
- Knowledge of department policies and procedures.
- Knowledge of small equipment operation and safety measures.
- Ability to work independently, in the absence of supervision, with directives given by supervisory staff.
- Ability to perform duties in extreme temperatures and conditions.
- Ability to work routinely under highly stressful conditions.
- Ability to maintain confidentiality.
- Ability to promote a positive work environment.
- Ability to wear protective gear.
- Ability to pass drug testing as noted in policy.
- Ability to communicate in English.
- Skill in understanding and following oral and/or written instructions.
- Skill in establishing and maintaining effective working relationships with City employees and the public.
- Skill in the use of equipment such as walking and riding greens mowers, tee mowers, fairway mowers, rough mowers, rollers, bunker rakes, carts, push mowers, chain saws and a variety of powered and non-powered hand tools.

V. Licenses and Certifications Required:

- None

VI. Qualifications:

- Minimum of 21 years of age.
- High School diploma or GED
- Three (3) years of general or specialized landscaping or public works experience.
- No felony convictions within the prior five (5) years or while employed in the position.
- Must be a citizen of the United States.
- Must pass a detailed background investigation.
- Work evenings, weekends and/or holidays as required.

VII. Physical Requirements:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 65 pounds.

Hearing: Hear in the normal audio range with or without correction. Able to hear in-person; as well as, distinguish radio and telephone conversations, recognize differences or changes in sound patterns and loudness or pitch.

Attendance: Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the City's ability to provide critical services to employees, the department, and the public.

VIII. Working Conditions:

Essential duties of this position are performed primarily in an outdoor environment in all weather conditions, to include snow, wet and/or humid conditions. While performing essential duties of the job, employees work in an environment of constant noise, are exposed to dust, fumes, smoke, gases, oil, grease, solvents and chemicals, work on uneven surfaces, work around moving vehicles and equipment and on equipment with moving parts and are subject to continuous vibration. The noise level in the work environment may be moderate to loud.

IX. Supervisory Controls/Responsibility: None

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.