

CITY OF ELEPHANT BUTTE

JOB DESCRIPTION

Position: Golf Course Maintenance
Status: Non - Exempt

General Statement of Duties

Maintains grounds and buildings at City Golf Course. Very independent position. Responsible for daily course appearance. Ability to deal with the public and formulate solutions to Golf Course problems.

Features of the Position:

This is a Part time position, and not subject to any benefits. The worker must be able to fulfill the obligations and physical demand of the position. The worker must have customer service, managerial and grounds maintenance skills. This position requires working directly with the general public, volunteers and other City Staff.

Supervision Received:

Work is performed under the direct supervision of the Golf Course manager Manager. Employee will work closely with the other staff, with limited instruction and direction.

Principal Duties and Responsibilities may include but are not limited to:

- Cuts grass and trims weeds using hand mower or power driven lawn mower, weed trimmer and brush cutter.
- Plants grass, trees, shrubs, or flowers according to instructions and planned design of landscaped area, using hand tools.
- Applies mulch to designated areas.
- Pulls weeds around bushes, trees and flower beds.
- Ability to work variable hours.
- Cleans buildings and grounds, washes windows and empties trash cans using brooms, cleaning supplies and floor buffer.
- Repairs and paints benches, tables, guardrails and may assist in repair of roads, walks, buildings and mechanical equipment using hand tools.
- Maintain fairways and all adjacent Golf Course property.
- Performs preventative maintenance of facilities and buildings.
- Performs light maintenance on Golf Course equipment.
- Trims hedges and prunes trees using hand and power tools.
- Perform a variety of skilled and semi-skilled tasks.
- Directs large problems to supervisor.
- Assists other City departments in all Golf Course projects as directed.
- Responsible to self-initiate activities consistent with the department's goals and objectives.
- Must report for work at required time and date and maintain a responsible attendance record.

- The ability to follow a supervisor's instructions, tolerate certain levels of stress, and attend work on a punctual, regular basis.
- The avoidance of violent behavior that threatens the safety of other employees.
- Related and other duties as required.

Minimum Qualifications:

High School Diploma
May require not less than one-year experience as a greenhouse grower, tree trimmer, construction and operation of heavy equipment, construction and maintenance, classes in carpentry and mechanics OR, an equivalent level of education and experience.

Experience and Training:

- Work outside for long periods of time and in all kinds of weather, performing tasks that require physical strength and endurance.
- Understand and follow instructions and specifications.
- Adjust to doing the same kind of work all day long or performing a variety of different tasks on the same, depending on daily business needs.
- Work skillfully with your hands to do a variety of tasks.
- Able to use arithmetic to measure, compute amount of materials to use, and to inspect product to be sure it confirms to requirements.
- Ability to understand and communicate written instructions.

Physical Demand of the Position:

While performing the duties of this position, the employee will be working primarily outdoors with occasional indoor assignments as needed. The Employee must be able to reach and manipulate objects, use a computer key board and adding machine. While performing the duties of this job, the employee is regularly required to reach with hands and arms.

The employee frequently is required to stand; talk or hear, walk, and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Schedule:

Position is part time Non - Exempt. The hours may be non-traditional hours and schedules, such as evenings, weekends, early hours, etc.