



City of Rapid City Golf Course Maintenance I, II, III Position Description

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Job Title: Golf Course Maintenance I, II, III
Department: Parks and Recreation
Division: Recreation Division
Reports To: Golf Course Superintendent
FLSA Status: Non-Exempt
Classification: AFSCME

Grade: 09, 11, 12
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Prepared Date: 01/25/11
Approved By: Jerry Cole
Approved Date:

SUMMARY

Maintains parks, golf courses and cemetery.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following; other duties may be assigned:

Golf Course Maintenance I

1. Maintains golf fairways and greens, and recreation areas by operating hand and power tools to cut and prune trees, shrubs; edge flower beds; install fence; install and repair irrigation systems; remove snow;; rake leaves, wood chips; set concrete forms; place concrete and finish; use motorized equipment such as mowers, tractors and attachments, sweepers, snow blowers, front-end loader, back-hoe, trencher, air compressor, tamper, jackhammer, dump trucks and pickup trucks. Operates tree spade, stump cutter, branch chipper and aerial lift truck.
2. Repairs and remodels structures such as buildings, fences, arbors and equipment by using hand and power tools.
3. Landscapes golf courses by planting trees and laying rock and sod.
4. Operates tree spade brush chipper, stump cutter, chain saw and aerial lift truck.

Golf Course Maintenance II:

1. Operates irrigation controls, valves and pumps such as manual valves, electric valves and irrigation controllers with aid of computerized timers and by hand where necessary.
2. Act as lead worker for part-time park maintenance crews.

Golf Course Maintenance III:

1. Mixes and applies pesticides.
2. Fells trees using accepted industry techniques; prunes and shapes trees and shrubs, cables and braces trees utilizing aerial lift truck.
3. Establishes work plan and staffing for each phase of project. Confers with project staff to outline work plan and to assign duties, responsibilities, and scope of authority.
4. May act as lead person in absence of supervisor.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: **Golf Course Maintenance I:** High school diploma or general education degree (GED) and three months related experience and/or training. **Golf Course Maintenance II:** High school diploma or general education degree (GED) and two years experience and/or training. **Golf Course Maintenance III:** High school diploma or general education degree (GED) and three years experience in golf or turf (sports and bent grasses) maintenance. Knowledge of the game of golf desirable.

Communication Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer and Administrative Skills: To perform this job successfully, an individual should have knowledge of Microsoft Office



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products.

Certificates, Licenses, Registrations: Must obtain a Class B Commercial Driver's License (CDL) within 30 calendar days from hire date. **Golf Course Maintenance III:** Must possess a pesticide applicator's license or ability to obtain within one year from date of hire.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to stand; walk; sit; climb or balance and stoop, kneel, crouch, or crawl. The employee is occasionally required to talk or hear and taste or smell. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception and ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold; extreme heat and risk of electrical shock. The noise level in the work environment is usually loud.

OTHER SKILLS AND ABILITIES

Knowledge of park or ground maintenance and traffic laws and safety procedures. Ability to perform semi-skilled and unskilled manual labor, follow oral and written instructions. Demonstrated skill in operating tools and equipment described in essential functions. Experience in park or ground maintenance field preferred.