



## Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<p><b><u>Position Title</u></b> Greenskeeper</p>	<p><b><u>Department</u></b> Maintenance: Santa Ana Golf Club/Twin Warriors Golf Club</p>	
<p><b><u>Physical Work Address:</u></b> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004 1301 Tuyuna Trail, Santa Ana Pueblo, NM 87004</p>	<p><b><u>Manager/Supervisor:</u></b> Golf Course Superintendent II/ Sr. Golf Course Superintendent I</p>	<p><b><u>Status:</u></b> Non-Exempt Full-Time</p>

1. **GENERAL POSITION DESCRIPTION:** Under the supervision of the Superintendent, Sr. Superintendent, or Foreman, the Greenskeeper performs golf course maintenance work involving use of tractors, mowers, bunker rakes, aerators, string trimmers, blowers and various other hand tool equipment.
  
2. **MINIMUM QUALIFICATIONS:** High school graduate or GED certified. Must be 18 years of age. Previous experience in golf course maintenance operations preferred, but not required. Must possess valid Class D driver's license upon date of hire and maintain validity throughout employment at SAGC, Inc.
  
3. **KNOWLEDGE/SKILLS REQUIRED:**
  - Knowledge of safe, efficient mechanical operation of tractors and other motorized equipment.
  - Mechanical aptitude and use of hand tools: capable of lubricating equipment and making minor adjustments to ensure cutting and operating quality.
  - Ability to follow verbal and written instructions: to learn all parts of the golf course and the various types of grasses in each area.
  - Ability to operate tools and equipment properly and safely.
  - Knowledge of lawn care equipment and turf maintenance chemicals.
  - Ability to communicate proficiently with all employees and guests using clear and professional language.
  - Ability to operate noisy equipment for extended periods of time; to tolerate weather extremes for extended periods of time; to frequently move, lift, push, pull and place objects up to 50 pounds without assistance, and occasionally up to 100 pounds with assistance; to stand, sit, or walk for an extended period of time or for an entire work shift; to reach overhead with hands and arms below the knees: to climb, balance, stoop, kneel, crouch and crawl.

**4. DUTIES AND RESPONSIBILITIES:**

- Operate all golf course equipment safely including but not limited to turf vac, skid steer, fairway and rough aerifier and boom sprayer for weeds in fairways and rough.
- Perform manual labor such as raking, lifting, and shoveling with hand tools.
- Operate equipment in a courteous and respectful manner toward all golfers.
- Mows fairways and roughs.
- May operate smaller equipment as directed by supervisor.
- Ensures equipment cooling system is working at all times, refills fuel and oil daily, cleans equipment daily.
- Reports equipment problems or failures to Mechanic immediately.
- Provides preventive maintenance on equipment as directed by the Mechanic, Asst. Superintendent or Superintendent, and for returning equipment to designated location at end of shift.
- Performs related duties as assigned.
- Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor.
- Ensure uniform and personal appearance is clean and professional.
- Read and follow the Employee Policies and Procedures handbook. Notify supervisor of any issues as necessary.
- Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals.
- Essential functions of this position include attendance and punctuality.
- Follow rules and instructions of supervisor, manager or director.
- Perform other related duties as assigned by the Supervisor.

**5. SUPERVISORY RESPONSIBILITIES (Must be reflected in Section 12)**

NO, the position does not directly supervise others

YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

**6. MACHINERY/EQUIPMENT USED:** All golf course equipment, tractors, hand tools, skid steer, loaders, trenchers, backhoes, trucks and other maintenance equipment.

**7. REGULATIONS/POLICIES TO MAINTAIN:**

- Employee Policies and Procedures
- Employee Safety Handbook

# Employee Certification

I acknowledge that I have read and understand the Position Description for Maintenance Equipment Operator and I agree to perform the requirements set forth in this document.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_

# Manager Certification

I acknowledge that I have reviewed the Position Description for Maintenance Equipment Operator with the above employee and acknowledge their signed receipt of the document.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_