

**Position Title:** Seasonal Groundskeeper

**Date:** 2021

**Department:** Parks and Recreation

**Division:** Golf

**Accountable to:** Golf Course Maintenance Superintendent

**Primary Objective of Position:**

Seasonal Groundskeepers will assist with various duties at Dwan and Hyland Golf Courses.

**Essential Functions of the Position:**

- Perform routine golf course maintenance in all facets of day to day operations.
- Mowing, trimming, raking, edging, planting and pruning and miscellaneous course upkeep.
- Keeps assigned supervisor informed of important developments concerning assigned functions.
- Maintains effective working relationships with other employees and the public.
- Adheres to and keeps current on safety rules and procedures, and any work rules and policies that pertain to the Golf Division.
- Performs other duties and responsibilities as apparent or assigned.
- Monitor weather conditions and proactively alert guests to dangerous conditions up to and including removing golfers from the course (e.g. lightning, hail, etc.)
- Ability to accommodate a flexible schedule to include early morning/opening, late evening/closing, weekends, and holidays
- Assist in set-up and operation of tournaments, leagues, events, outings, etc.
- Maintain close working relationship with management and staff from other departments
- Be informed about and promote all DGC programs, activities, and services
- Other duties as assigned

**Staff Supervision:**

- None

**Minimum Qualifications:**

- Must be at least 16 years of age upon starting date of employment.
- Good mechanical aptitude - ability to readily learn to operate small hand tools and minor equipment such as saws, trimmers, and riding mowers.
- Ability to read, understand, and follow written and oral instructions including safety rules
- Ability to conduct work in safe manner in accordance with established safety rules and procedures.
- Ability to lift a minimum of 70 pounds.
- Ability to perform job responsibilities in climatic extremes.
- Ability to work independently with a minimum of supervision.
- Ability to communicate effectively with employees and the general public.
- Ability to work cooperatively as a member of a crew or team.
- Ability to make early am start times (i.e. 5:30a.m. start)
- Ability to work some weekends, evenings and overtime shifts