



Job Description

TITLE: Golf Course Mechanic	JOB CODE: 5550
DEPARTMENT: Parks and Facilities	FLSA: Non-Exempt
PREPARED: April 16, 2014	FLSA CLASS: Labor/Trade
UPDATED: March 30, 2022	WORK LOCATION: Kirtland, NM
REMOTE WORK ELIGIBLE: NO	

Summary: The Golf Course Mechanic reports directly to the Golf Course Superintendent. Under the superintendent's supervision, the Golf Course Mechanic does: diagnostics, repairs and maintenance to golf course vehicles and grounds equipment. The individuals will be responsible for minor building and equipment repairs. Directs and participates in the maintenance of the golf course tees, greens, fairways, cart paths, and does related work as required.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs preventive maintenance on all equipment; performs maintenance and servicing of carts, vehicles and equipment.
- Must be able to diagnose and repair golf course equipment to include pumps with little or no supervision; able to perform maintenance and repair of centrifugal and vertical turbine irrigation pumps.
- Must be able to perform tune-up and repair of 2 and 4 stroke small engines.
- Is in charge of ordering equipment parts.
- Keeps accurate service and maintenance records on all equipment.
- Maintains proper equipment parts inventory.
- Must have proper knowledge of all maintenance positions and work in these positions when staffing shortages so require.
- Assists in planning the maintenance of greens, tees and fairways; schedules work and supervises the employees and on the use of the equipment.
- Instructs equipment operators on the operation and care of mowing and other equipment, including sharpening reels, bed knives and blades; performs pesticide applications and/or operates and calibrates pesticide application equipment; participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Maintains golf carts.
- Maintains safe and clean working environment by complying with procedures, rules and regulations.
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Working knowledge of the maintenance of golf courses tees, greens, and fairways; the seeding and maintenance of golf course turf; the planting, cultivating, pruning, and caring for plants, shrubs and trees; the characteristics and proper use of various fertilizers and soil conditioners, herbicides and pest control methods and materials; drainage control methods; and irrigation system, including pumps and automatic controls.
- Ability to schedule and to supervise maintenance work to achieve the most efficient utilization of workers and equipment; to prepare clear and concise reports; and to maintain effective employee and public relations.

Job Description

Golf Course Mechanic

- Knowledge of maintenance, diagnosing, repair, and operation of equipment, automotive, diesel and gasoline engines.
- Knowledge of and willingness to operate pesticide applicators using hand and power equipment.
- Knowledge of golf course equipment.
- Must be willing to work a flexible schedule to include some weekends and holidays.
- Knowledge of County policies and procedures.
- Knowledge of occupational hazards and safety rules and regulations related to equipment repair and maintenance.
- Skill in following all safety procedures.
- Skill in diagnosing, maintenance, and repair of electrical, fluid hydraulic, diesel and gasoline engines and equipment.
- Skill in use of all types of equipment, tools and vehicles.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in working independently and as a team member.

Education and Experience

- High school diploma or GED equivalent; three (3) years relevant work experience in equipment and/or automotive mechanical repair, or, any combination of education and experience sufficient to perform the duties of the position.
- Must possess or able to obtain a state certification or licensing as a pesticide applicator.
- Valid New Mexico driver's License or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed primarily in an office and outdoor setting; may be required to lift and carry items more than 50 pounds. Requires physical stamina and agility.
- May be exposed to dangerous conditions, machinery and chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- Full time work hours for this position consists of nights, weekends and holidays.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes: computerized and conventional office equipment; standard hand and power tools.

Approvals:

Employee: _____ Date: _____

Supervisor _____ Date: _____

Department Head: _____ Date: _____