



Job Description

TITLE:	Seasonal Golf Course Laborer	JOB CODE:	5565
DEPARTMENT:	Parks and Facilities	FLSA:	Non-Exempt
PREPARED:	January 2010	FLSA CLASS:	Labor/Trade
UPDATED:	March 30, 2022	WORK LOCATION:	Kirtland, NM
		REMOTE WORK ELIGIBLE:	NO

Summary: Under supervision of the Parks Superintendent and the Golf Course Superintendent, performs routine manual labor involved in golf course maintenance; does semi-skilled grounds construction and maintenance work; operates small hand-powered equipment; occasionally performs work involving large equipment such as tractors, loaders and gang mowers. Each groundskeeper may be assigned responsibility for the care and maintenance of several designated holes on the golf course; 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.*

- Operates mowers and string trimmers in trimming greens, aprons, tees, around tees, fence lines, banks and hillsides; edges cart paths; edges, rakes and maintains sand bunkers.
- Sets tee markers and cups on greens daily; maintains ball washers; replaces tee towels and flags when needed; removes debris; sands and seeds tee and drop area divots; cleans flower beds.
- Maintains fuel and fluid levels for all types of equipment on a daily basis; reports equipment problems or failure to the equipment manager immediately.
- Returns all equipment to the designated location at the maintenance facility; cleans the maintenance areas.
- Waters and fertilizes tees, greens and fairways; under direct supervision of a certified applicator, sprays chemicals on landscaped areas.
- Under the direction of the superintendent, marks the course for cart control weekly; moves cart control barriers and replaces worn or lost ropes and signs; may mark hazard and drop areas.
- Helps in project work; assists in the construction of new greens, tees and fairways; grades and prepares soil base; lays sod; seeds tees, greens and fairways.
- Installs forms and lays walks and paths using gravel and asphalt mixes; excavates and backfills ditches and trenches with hand tools; repairs and replaces pipe on irrigation systems.
- May be required to operate mowers, dump trucks or other light equipment.
- Cleans golf course facilities and golf course restrooms as necessary.
- Works around the public in a safe and courteous manner.
- May be asked to perform other job related duties away from the golf course.
- Performs other duties as directed by his/her supervisor.

Required Knowledge and Skills:

- Knowledge of methods and materials used in grounds and landscape area construction/maintenance work.
- Knowledge of golf etiquette helpful.

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- Working knowledge of and ability to use hand and power tools and equipment.
- Ability to operate trucks and light motorized equipment.
- Ability to follow oral and written directions and in working efficiently with a crew.
- Knowledge of safety equipment.
- Knowledge of basic vehicle and equipment maintenance procedures.
- Knowledge of County policies and procedures.
- Skill in following all safety procedures.
- Skill in establishing and maintaining effective working relationships with co-workers and the general public.
- Skill in the use of all types of manual and power hand tools, as needed.
- Skill in working independently and as a team member.
- Must adhere to the County golf course dress code policy.
- Must be willing to work a flexible work schedule to include some weekends and holidays.

Education and Experience

- High School Diploma or GED equivalent.
- Valid State of 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 outdoor environment; may be required to lift and carry items more than 50 pounds
- Requires physical stamina and agility.
- May be exposed to dangerous machinery and chemicals, potential physical harm, fumes and airborne particles and extreme weather conditions. Noise level is usually loud.
- 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 pickup truck, golf carts, lawn and landscaping equipment, tractors, mowers, chain saw, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, and miscellaneous hand and power tools for turf maintenance.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____