



City of Grants

POSITION DESCRIPTION

POSITION TITLE: Grounds Keeper – Golf Course Maintenance

DEPARTMENT: Golf Course - 5302

REPORTS TO: Golf Course Superintendent

POSITION SUMMARY: Under general supervision, The Golf course Maintenance grounds keeper is responsible for performing skilled and unskilled maintenance tasks to ensure the golf course grounds are in excellent playing condition and aesthetically appealing for the public. This position involves routine care, landscaping, turf management, and repair of facilities to support daily operations. These responsibilities will require outdoor and indoor assignments assigned to the Golf Course Maintenance/grounds and require the use of various tools, equipment and vehicles to accomplish a variety of assigned tasks.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS:

The GC Grounds Keeper must be able to perform, but not limited to, the following essential job duties, with or without reasonable accommodation:

Turf Maintenance:

- Mow, aerate, seed, and fertilize turf areas to maintain healthy and playable grass conditions.
- Monitor turf health and address areas of concern related to disease, pests, or wear.

Landscape Maintenance:

- Trim trees, shrubs, and other landscape features to maintain the visual appeal of the golf course.
- Maintain flower beds, natural areas, and other landscaped features as required.

Bunker Maintenance:

- Rake and maintain sand bunkers for proper playability and appearance.
- Repair and maintain bunker edges and drainage systems as needed.

Water Management:

- Operate, monitor, and maintain irrigation systems to ensure proper water distribution.
- Adjust irrigation schedules based on weather and turf needs.

Course Repair and Upkeep:

- Repair divots, damaged turf, and other areas of wear on greens, tees, and fairways.
- Removing debris such as leaves, twigs, and trash to maintain the courses aesthetic appeal.
- Conduct seasonal maintenance tasks to ensure the course is playable year-round.

Facility and infrastructure Maintenance:

- Maintain paths, cart paths, bridges, and other supporting infrastructure.
- Ensure maintenance of signage and other course amenities as needed.

Equipment Operation and Maintenance:

- Operates necessary hand and electrical equipment such as mowers, weed eaters, pruning shears, water nozzles and hoses, leaf blowers, additional hand and power tools, etc., following safety policies and procedures and caring for and properly maintaining all park and building related equipment and supplies.
- Monitor equipment for safety and maintenance issues and conduct routine inspections.

- Ensures that proper equipment operations and tool usage procedures are being followed and utilizes proper safety precautions related to all work performed.

PRINCIPLE DUTIES, RESPONSIBILITIES, & REQUIREMENTS - CONTINUED:

Seasonal Duties:

- Assist with snow removal and other seasonal weather-related duties.
- Prepare course for opening and closing seasons as needed.

Team Collaboration:

- Work as part of the grounds crew to support daily maintenance operations.
- Assist with special projects or events as directed by the Golf Course Superintendent of Manager.

Communication and Coordination:

- Coordinating with the golf course manager and other staff to ensure that maintenance work aligns with the course's schedule and activities.
- Ensuring that any issues that might affect play, such as course damage or poor conditions, are promptly addressed.
- Notates possible safety hazards or causes of injury and communicates and reacts accordingly.
- Attends meetings and trainings as needed to maintain job knowledge and as required by the job.
- Regular and consistent attendance for the assigned work hours during the busy season is essential.
- Performs all job functions with special attention to good public relations, safety, health, and proper procedures.
- Utilize effective written and oral communication techniques to communicate with co-workers, supervisors, vendors, City Employees and the general public.
- Responsible for working within a team environment, and communicating in a positive and professional manner with supervisors, City employees and the general public.
- Follow a specific work schedule and performs work tasks as directed.
- May occasionally be required to work a variety of schedules, including, on-call, early morning, evening, or weekend schedules.
- Performs other duties as assigned by supervisor which are consistent with the position, and in compliance with the City's Policies and Procedures.

The above statements and duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not a complete list of all responsibilities and duties performed by employees in this job and are not to be construed as exclusive or all-inclusive. As a condition of employment, employees are required to perform other duties and special projects as assigned.

MINIMUM QUALIFICATIONS & OFFICIAL REQUIREMENTS:

- High School diploma, GED or equivalent.
- Must have oral and written communication skills in the English Language.
- Previous experience in golf course, grounds keeping, or related landscaping/grounds maintenance field preferred.
- Must possess, or be able to acquire, a valid New Mexico Driver's License; and have and maintain a good driving record.
- Must pass a pre-employment drug test and background check.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of turfgrass management, landscape maintenance, and irrigation systems.
- Knowledge of general maintenance and repair techniques for common tools and equipment used in general garden, landscape, and maintenance work; and their basic safety precautions and procedures.
- Knowledge of materials, methods, terminology, equipment and tools used in irrigation systems, lawn and yard care.
- Knowledge of safe handling techniques of hazardous chemicals and materials.

- Knowledge of mechanical principles, equipment safety systems and processes.
- Knowledge of City's political environment and sensitivities with thorough understanding and ability to function effectively within that environment.
- Knowledge of English usage, spelling, grammar and punctuation.
- Ability to follow specific instructions and perform tasks safely with attention to detail, and with minimal supervision.
- Ability to perform repetitive work on a continuous basis.
- Ability to understand City of Grants Policy and Procedure, in relation to the job position, safety, and health.
- Ability to perform a variety of different types of tasks without the variety itself causing a loss of efficiency.
- Ability to follow verbal instructions that require individual thought to complete the task or a series of tasks.
- Ability to perform activities of a routine, concrete, or organized nature.
- Ability to work independently in the absence of supervision.
- Ability to accurately analyze problems and identify solutions.
- Ability to demonstrate attention to detail.
- Ability to demonstrate awareness of occupational hazards and utilize standard safety practices.
- Ability to efficiently operate a City motor vehicle is required; un-aided physical mobility including continuous long-distance walking and manipulating objects is required.
- Ability to read and understand instructions, plans and specifications.
- Ability to interpret and effectively communicate any pertinent department information to co-workers and supervisors, public and private groups, and the general public.
- Ability to perform skilled and complex Ground Maintenance duties and operate related equipment in order to complete maintenance work of grounds.
- Ability to operate a variety of motorized and hand tools and equipment proficiently in a safe and effective manner.
- Ability to effectively communicate clearly and concisely, both orally and in writing.
- Ability to listen for understanding and share information clearly and persuasively.
- Ability to work cooperatively with diverse groups, including City employees, other agencies, and members of the public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to effectively represent the city in situations which are potentially adversarial or stressful.
- Ability to multi-task and able to move forward on and track multiple priorities; take initiative and work independently, using good judgement about when to check-in to provide updates or seek additional direction; and meet deadlines
- Ability to work occasional weekends, evenings, or holidays; and maintain regular and punctual attendance.
- Ability to keep confidential matters confidential.
- Ability to engage in routine and continuous physical activity in all weather conditions.
- Skills in operating assigned equipment, tools, and vehicles.
- Skills in effectively communicating information and responding to questions from the public and employees.

GENERAL CONDITIONS:

Residency: Employee must reside within reasonable commuting distance of the worksite.

Code of Conduct: Employee is accountable for being informed of and complying with the City's Code of Conduct.

Attitude: Employee is expected to exhibit a positive, constructive and cooperative attitude in the workplace and with the general public.

Initiative: Employee must exhibit high levels of personal initiative; mature self-direction, responsibility, and leadership are expected of the employee in this position.

Travel: Job performance is subject to moderate in-City vehicular travel and occasional external travel.

Limitations: Employee is responsible for informing the employer of any physical, mental or other factors which may substantially affect or limit ability to meet the demands of the position.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

PHYSICAL DEMANDS: The physical demands described here are a 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 essential duties and marginal functions of this job, necessary physical performance abilities include general lifting and carrying of up to 50 pounds and perform repetitive manual tasks may frequently include walking, standing, sitting, stooping, balancing, repeated bending, kneeling, crouching, crawling, carrying, pushing, pulling, and climbing. Primary functions require sufficient use of physical and sensory abilities and must have dexterity and mobility in use of hands and fingers: to handle or feel, and reach or pull; use of auditory senses to speak and hear; use of visual senses for close and distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus; must utilize auditory, and sensory abilities constantly on the jobsite. Must be able to operate assigned tools, equipment, and vehicles. Must be able to verbally communicate, in addition to reading and writing, to comprehend and exchange information.

WORK ENVIRONMENT: Work is performed in both indoor and outdoor (mainly) environments; exposure to all weather conditions and under sometimes extreme weather conditions, with exposure to a variety of safety hazards, including vehicular traffic, mechanical and electrical hazards, potentially hazardous chemicals (especially fertilizers, herbicides, pesticides, and cleaning chemicals), allergens, pollens, fumes, heights, confined spaces, trenches, air and water borne pathogens, and rodents or insects. Exposure to dust, dirt, heat, cold, humidity, rain, heights, fumes, odors, vibrations, and loud noise, or constant noise; work on slippery or uneven surfaces; work with water; work with various tools and small equipment; work near vehicle traffic; and work in areas of extreme height may occur. Incumbent may be subject to repetitive motion and moderate to heavy manual labor, for extended periods of time, such as shoveling, sweeping, raking, painting, digging, and picking up trash, containers, and recyclables. Frequently required to stand, walk, bend, and, talk or listen proactively.

Incumbent is required to wear uniform and maintain a well-groomed/neat appearance due to high public visibility. Necessary tools, mechanical equipment, and safety equipment is provided and must be used appropriately or worn as required according to departmental procedures and good safety practices. Frequent travel from site to site is necessary.

PHYSICAL DEMANDS & WORK ENVIRONMENT CONTINUED:

Employee must possess ability to perform duties and adapt to: inclement weather conditions and/or situations, flexible work schedules; and maintain ability to drive in various weather conditions. The ability to work primarily in an outdoor setting area, and under adverse or variable weather conditions and seasonal environments is necessary.

The noise level in the work environment is moderate but may reach high levels dependent on location, and can be at consistent levels of frequency.

EXAMPLES OF WORK EQUIPMENT: Automobiles and light or small equipment/machinery may be utilized in various weather and environmental conditions. Use of yard maintenance and landscaping equipment, sometimes specialized equipment, such as, weed eaters, hand and power tools, chemical sprayers, hoses, valves, nozzles, water or turf equipment, and general landscaping or yard maintenance handheld equipment, etc. Chemicals used for herbicide, fungicide, pesticide, fertilizer, wetting agents, and general cleaning are utilized in this position. Noise and vibration of electrical/mechanical equipment occurs frequently.

The employee will have frequent contact with other employees in the assigned department, and may be required to interact with employees outside of the department, and must remain calm and professional in tense, emotionally charged, and stressful situations. The employee is constantly required to change tasks frequently and to perform tedious exacting work. The employee may face difficult and stressful situations, and may be required to work under time pressures to meet deadlines, to perform multiple tasks simultaneously, and to work closely with others as part of a team.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT: Nothing in this job description restricts ability to assign, reassign, or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the City's current assignment of essential functions. Those functions may change at any time as the needs of the City change or for other reasons deemed appropriate by the City.

CITY MANAGER'S SIGNATURE:

the following signature indicates that the City Manager has approved this position description as of the date of signature.

City Manager

Date

EMPLOYEE'S SIGNATURE:

the following signature indicates that the employee has read and understood the terms of this position description as of the date of signature.

Employee

Date