

**City of Grand Rapids
Job Description**

Job Title: **Equipment Operator**
Department: Pokegama Golf Course - Maintenance
FLSA: Part-time, Seasonal, Hourly, Non-Exempt
Approved By: City Council
Approved Date:

Supervision Received:

Works under the supervision of the Golf Course Superintendent and Assistant Superintendent.

Supervises:

None.

Position Summary:

Under general direction from the Golf Course Superintendent and Assistant Superintendent, the Equipment Operator safely utilizes a variety of tools, machinery and equipment to perform maintenance duties around the golf course and grounds. Responsibilities also include cleaning equipment after each use and performing minor repairs and/or routine maintenance on the equipment.

Essential Duties and Responsibilities:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to that position. Other duties may be assigned.

- Safely operate equipment and accessories as trained and assigned including, but not limited to, greens mowers, rotary mowers, flymowers, gang mowers, tri-plex mowers, vertical mowers, line trimmers, edgers, utility vehicles, back-pack blowers, portable pumps, aerifiers, spikers, mechanical top dressers, sod cutters, mechanical bunker rakes, tractors, sweepers, blades, loaders, backhoes, trenchers, chain saws, and miscellaneous hand tools.
- Properly care for assigned equipment by inspecting machinery before and after each use, cleaning machinery after each use, making necessary minor adjustments to equipment and reporting machinery/equipment problems to the mechanic.
- Maintain maintenance and fluid use logs (gas and oil) on assigned equipment.
- Perform daily maintenance tasks on the golf course and grounds as well as the maintenance facility and clubhouse as assigned and directed. Duties may include, but not limited to, loading and unloading materials, trimming trees, removing cuttings, laying sod, hand raking bunkers, drainage installation and repair, and repairing ball marks and filling divots.
- Perform golf course service and set up work as directed.
- Perform other duties as assigned.

Education/Qualifications/Certifications:

- High school, college degree, required or preferred.
- 1 year experience with equipment and/or in golf course maintenance or landscaping preferred.
- Valid driver's license. Driving record meeting City safety policies and guidelines.
- Demonstrated ability to operate golf course equipment.
- Demonstrated quality verbal, and interpersonal communication skills.
- Ability to analyze and solve problems; efficiently handle multiple duties under pressure with minimal supervision; work flexible hours as required including nights/weekends.
- Positive attitude, professional manner and appearance in all situations.

Knowledge, Skills, Abilities and Competencies Required:

The requirements listed below are representative of the knowledge, skill, ability and/or competency sets required to complete the essential functions of the job at a satisfactory level.

- Read and write (English).
- Communicate verbally with staff members and/or customers with or without the use of two-way radios.
- See players on the golf course, and to follow the flight of golf balls.
- Give and/or follow verbal and written instructions.
- Operate vehicles and equipment for several hours at a time.
- Ability to operate vehicles and equipment in a safe manner at all times.
- Perform mathematical calculations involving fractions, decimals, and percentages.
- Retrieve, read and interpret information from technical sources.

Machine/Equipment/Tools Used

Greens mowers, rotary mowers, flymowers, gang mowers, tri-plex mowers, vertical mowers, line trimmers, edgers, utility vehicles, back-pack blowers, portable pumps, aerifiers, spikers, mechanical top dressers, sod cutters, mechanical bunker rakes, tractors, sweepers, blades, loaders, backhoes, trenchers, chain saws, and miscellaneous ha Visually inspect all work areas, golf course and grounds.

Working Conditions

Work hours may include days and evenings on weekdays and weekends. Subject to inside and outside environmental conditions. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

Physical Requirements:

This work requires standing, walking, pushing, pulling, lifting, grasping, bending, and kneeling for up to five (5) hours at a time. Lifting up to 100 pounds occasionally, 50 pounds frequently, and 20 pounds constantly. Work regularly requires sitting, speaking, or hearing, using hands, handle or feel and repetitive motions. Work frequently requires

reaching with hands and arms and requires standing, walking and lifting. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly, or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities. Work has exposure to environmental conditions. The regular, on-going work environment of this position requires inside work and also outdoor activities. May be exposed to inclement weather, potentially dangerous chemicals, solvents, pesticides, herbicides, and fertilizers, misdirected golf balls, sharp and rapid equipment movement on a daily basis. Injury may result as a result of exposure to the above if safety policies and practices are not properly followed.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Seasonal Equipment Operator Position Description Acknowledgement

I have read and understand all of the above. I have reviewed the essential functions and responsibilities for which I am responsible as well as the working conditions and physical requirements. I understand this document does not create an employment contract, and that I am employed by the Company on an “At Will” basis. I further understand that this position description supersedes any and all prior descriptions issued.

Employee _____ Date _____

Supervisor _____ Date _____

I have been issued a **Code of Safe Practices for Course and Grounds Maintenance** and will strive to perform my job tasks in a safe manner for me and those around me.

Employee _____ Date _____

Supervisor _____ Date _____