



JOB DESCRIPTION

JOB INFORMATION

Title:	Maintenance
Classification:	Operations III/Non-Exempt
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor (s):	Golf Course Superintendent and Other Assigned Managers

JOB SUMMARY

Assist in the maintenance of the golf facilities including grounds, equipment and vehicles, buildings, parking lots and trails, irrigation, and other assigned areas. Supervise seasonal employees as needed. Prepare and maintain records and reports of work accomplished.

Position will require employee to work during the golf season for the Facilities and Programs Golf Operations Division and will be transferred to one of the other areas during the off-season, approximately November through March, weather dependent.

Employee will be responsible for safe operating procedures while on duty.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

**** ESSENTIAL FUNCTIONS***

*** Golf Course and Facility Operations**

Maintenance and upkeep of assigned areas including mowing, fertilizing, trimming, winterizing, snow removal, maintenance of turf and buildings, etc.

Operation and repair of irrigation systems and maintenance equipment.

Supervise seasonal employees as needed.

Responsible for golf course grounds operations in the absence of the Golf Course Superintendent.

Responsible for safe operation of all equipment and due care and safety in handling and application of chemicals, safe practices on the job site, safe and efficient operation of tools, and care and upkeep of vehicles, tools and equipment.

Perform a variety of tasks that range from skilled to unskilled work.

Responsible to inform supervisors or proper staff person of job problems, broken equipment, building damage, potential safety violations, and to inform supervisor that certain tasks were not completed before accepting new assignments.

Frequently involves operation of trucks, tractors, light equipment, power tools, turf care, maintenance of golf facilities, and special projects.

Responsible to clean facilities, restrooms, make garbage runs and other laboring type assignments.

*** Communication and Record Keeping**

Meet regularly with the Golf Course Superintendent or assigned supervisor and other designated staff to maintain a dialogue relating to work.

Maintain records and reports relating to maintenance, operation and improvements.

Develop and maintain positive working relationships among staff.

*** Other Essential**

Ability to lift and carry objects up to 50 pounds or heavier lifting with other employees.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Comply with all Bismarck Parks and Recreation District policies and procedures outlined in training sessions, manuals, etc.

Represent the Bismarck Parks and Recreation District in a positive manner at all times.

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Assist in the organizing, assigning and scheduling of full-time seasonal and part-time employees for the maximum utilization of time and equipment. Participate with and supervise the safe and efficient work performance of full-time seasonal and part-time employees.

Take on-call assignments, to work nights, weekends and/or holidays on a rotating or emergency basis.

Other Duties and Tasks

Communicate effectively with co-workers and the public.

Inform the supervisor prior to running out of supplies or scheduling special tools or equipment.

Prepare and submit reports relating to personnel, activities, inspections and incidents/accidents.

Responsible to other division managers during the non-golf season and/or when not needed at one of the golf facilities.

Other duties as assigned.

JOB SPECIFICATIONS

Position requires an Associate's Degree or vocational degree in turf management, horticulture, parks, grounds, natural resources or landscape management with a minimum of two years' experience related to the job description or any combination of education and experience equal to the above. Training and experience to include supervising employees, mechanical experience, grounds and facilities maintenance, and/or irrigation systems operation and repair. The position also requires a valid driver's license and the ability to lift and carry objects 50 pounds or heavier lifting with other employees.

Preferred qualifications include additional education or training directly related to the job description (such as a Bachelor's degree) or additional experience or certifications directly related to the job description such as a Commercial Pesticide Applicators Certification in the category of Ground and Ornamental Turf, First Aid, CPR, etc.

Must perform manual to semi-skilled maintenance and construction work. Ability to lift 50 pounds alone or heavier lifting with other employees.

Operation and repair of irrigation systems, turf management, construction, plumbing, welding, arboriculture, landscape installation and maintenance.

Perform manual labor.

Must be able to read, understand and interpret labels on pesticides, reports, manuals and other oral or written instructions. Prepare written reports, and report problems and repairs to proper person.

Successful experience in operating a variety of light equipment and power tools.

Experience in performing manual and semi to skilled maintenance, construction work and irrigation/plumbing repairs and maintenance.

Experience in or training in performing equipment repair, maintenance of grounds, buildings and facilities.

WORKING CONDITIONS

Work is primarily outdoors and requires working under extreme conditions.

Requires working with pesticides.

Employee is required to be on time and work 40 hours a week and overtime when required.

Employee is required to take on-call assignments, to work nights, weekends and/or holidays on a rotating or emergency basis.

The schedule is determined by the immediate supervisor and will include evening and weekend hours.

May be assigned to other areas such as pools, arenas, operations, recreation, or joint projects with other divisions.

Revised: Updated August 2019

Employee Signature

Date

Golf Course Superintendent's Signature

Date

Golf Operations Manager's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date