



The CITY OF BURNSVILLE  
Invites applications for the position of:  
**(Seasonal) Golf Course  
Maintenance**  
An Equal Opportunity Employer

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**OPENING DATE: July 20, 2020**

**CLOSING DATE: Open Until Filled**

**SALARY RANGE: \$10.00 - \$11.50/hour**

**SEASONAL POSITION: August-November**

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**DESCRIPTION:**

This position is responsible for providing customer service for golf patrons and/or the maintenance of the golf course itself. Responsibilities include accountability for the service and safety of Birnamwood patrons, care of the clubhouse, maintenance shop, and work on the golf course grounds. Applicants must be available through the end of the golf season (approximately end of November).

**ESSENTIAL JOB FUNCTIONS:**

1. Conduct the Birnamwood clubhouse operation including, selling of greens tickets, concession items, renting of equipment and serving as starter.
2. Open and close the golf operation as scheduled, including closing out the register.
3. Operation of the cash register.
5. Perform daily light maintenance on the clubhouse and grounds.
6. Sell concession items.
8. Answer public inquiries over the telephone and in person, take reservations and program registrations.
9. Enforce course policies and procedures.
10. Be courteous and sincere in all relations and matters dealing with the public.
11. To coordinate and implement any program or special recreation activities as assigned.
13. Attend all staff meetings and staff training sessions as required.
14. Operate mowers, weed whips and other power equipment needed to maintain the turf.

**MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older.
- Ability to work independently and make responsible decisions according to established procedures.
- Ability to interact with the public in a positive manner and maintain good public relations.
- Skill in the use of all tools, equipment and vehicles associated with the work.

**DESIRED QUALIFICATIONS:**

- Valid Driver's License.
- Knowledge of the rules and etiquette of golf.

**EXAMINATION:**

- Training and Experience Rating
- Oral Interview
- Final candidate must successfully pass background check

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**APPLICATIONS MAY BE FILED ONLINE AT:**

[www.burnsvillemn.gov/jobs](http://www.burnsvillemn.gov/jobs)

**OUR OFFICE IS LOCATED AT:**

100 Civic Center Parkway  
Burnsville, MN 55337  
P: 952-895-4477