

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Part-Time/ Seasonal Golf Grounds Crew Member
Job Classification: Non-Exempt

Compensation

Golf Course Grounds Crew Member is a part time position with a pay range of \$12-\$13 per hour.

Function

Responsibilities include equipment operation, irrigation repairs, landscaping and maintenance around the golf course.

Supervision Received

The Grounds Crew Member reports directly to the golf course superintendent and assistant golf course superintendent.

Essential Functions/Responsibilities

A. Qualifications, Knowledge and skill requirements

1. Ability to operate trucks and light motorized equipment.
2. Ability to operate tools and equipment related to golf course operations.
3. Must possess willingness to learn.
4. Must be driven and possess strong work ethic.
5. Must be dependable.
6. Ability to work carefully and ensure co-workers are working in safety.
7. Ability to understand and follow oral instructions.

B. General Maintenance

1. Responsible for the proper care and use of all park district equipment and vehicles.
2. Maintains clean and organized work areas on the golf course.
3. Mows greens, tees, approaches, fairways, rough on the golf course.
4. Operates bunker machines to rake bunkers on the golf course.
5. Reports golf course conditions to the golf course superintendent or assistant golf course superintendent.
6. Trims and prunes shrubbery and keeps landscape beds clean.
7. Waters areas in need of water on the golf course.
8. Ensures a safe work environment
9. Maintain open communications with the Staff Supervisor.

10. Perform all job assignments in a professional and efficient manner.
11. Perform other duties as assigned.

C. *Safety, Health and Loss Control*

1. Support, promote or cause to be changed all safety, health and loss control policies of the Hoffman Estates Park District.
2. Provide all injury, illness or health information required by the Hoffman Estates Park District in its efforts to assign tasks within an individual's physical/mental capacity to help prevent potential employee injuries or illnesses.
3. Notify supervisory staff of injuries or illness relating to task assignment in a timely fashion.

Customer Service Responsibilities

1. Staff will be courteous at all times.

Psychological Considerations

1. Worker must work closely with co-workers.
2. Worker must work around golf course patrons on the golf course.
3. Worker must work under supervision and direction of superiors.

Environmental Considerations

1. Worker is exposed to outside weather conditions 95% of the time, including extreme heat and cold, snow, rain or ice.

Cognitive Considerations

1. Worker must be able to follow directions from supervisor with safe follow through.
2. Worker must use good safety awareness and judgement.

Recommendations for Accommodation

Workers are allowed and encouraged to use mechanical or manual assists for lifting above 50 lbs. as a guideline.

Other situations requiring accommodation would need to be analyzed more specifically.

Requirements

1. Work extended hours during golf and holiday season.

2. Work weekends and holidays.
3. Able to lift 50 lbs with no bending or twisting restrictions
4. Perform repetitive movements

Experience

1. Seasonal position. Knowledge of golf course maintenance a plus.

Education

1. High school graduate or G.E.D. equivalent preferred but not necessary.