

## CITY OF OVERLAND PARK POSITION DESCRIPTION

<b>TITLE:</b>	Golf Course Attendant, Senior	<b>BAND/LEVEL:</b>	Oprs III
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	7110
<b>DIVISION:</b>	Golf Course	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Assistant Golf Course Superintendent	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 532/533

**REPLACES:** Senior Golf Course Attendant

**DATE:** 09/08

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### **JOB SUMMARY STATEMENT:**

Performs a variety of semi-skilled and skilled tasks associated with mowing and turf maintenance and repair of golf courses and equipment and provides training to employees. Diagnoses turf problems and notifies supervisor. Operates equipment during emergency operations, including snow removal.

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### **DUTIES AND RESPONSIBILITIES:**

1. Supervises employees in the absence of Golf Course Superintendent or Assistant Golf Course Superintendent and participates in work pertaining to golf course mowing and turf maintenance operations. Maintains play equipment. Operates a variety of mowers to cut the playing surfaces. Trims in designated areas. Plants and maintains plants, flowers and shrubs around clubhouse.
2. Assists in issuing day-to-day job assignments to maintenance crews in the absence of the Golf Course Superintendent or Assistant Golf Course Superintendent. Maintains awareness of overall work plans, routine maintenance operations and priorities, and improvement projects. Maintains awareness of course conditions, weather conditions and player needs. Assists in keeping accurate records.
3. Checks equipment for needed repairs and maintenance. Orders required parts. Adjusts/repairs equipment as required.
4. Assists in training of employees in golf course maintenance. Describes desired tasks, demonstrates tasks, observes employee's performance. Answers questions and coaches employees. Follows-up on work performed.
5. Diagnoses turf problems and notifies supervisor of problems. Assists in identifying pests or disease.
6. Participates in work related to golf course improvements such as seeding, sodding, grading, carpentry, painting, plumbing, irrigation and fertilization.
7. Operates equipment during emergency operations, including snow removal.
8. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
9. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

Basic education (high school) with courses in landscape maintenance, horticulture, and turf management, Possession of a valid Class A or B commercial driver's license with air brake endorsement or ability to obtain within six months of employment. Employees hired or promoted on/after January 1, 2012, must have a valid class A commercial driver's license with tanker and air brake endorsements or ability to obtain within six months. Must maintain an insurable driving record.

Possession of a Kansas Commercial Applicator Certification, with 3A and 3B endorsements or ability to obtain within six months of employment

### **EXPERIENCE:**

Two to three years of golf course experience including grounds maintenance and irrigation repair, or an equivalent level of experience. Experience normally gained at Golf Course Attendant II position

### **SKILLS:**

1. Good oral and written communication skills
2. Organizational skills
3. Basic math and accounting skills
4. Basic computer skills
5. Problem solving and decision making
6. Mechanical skills

### **MENTAL REQUIREMENTS:**

1. Ability to work under distracting conditions
2. Ability to prioritize work
3. Mechanical aptitude
4. Ability to train and guide others
5. Ability to read and comprehend technical equipment manuals
6. Ability to analyze external conditions and recommend necessary action

### **PHYSICAL REQUIREMENTS:**

1. Ability to traverse rough terrain
2. Exposure to extreme environmental conditions
3. Ability to operate power and hand tools
4. Ability to operate motorized City vehicles and equipment such as deck mowers, triplex mower, backhoe, skid loader, etc.
5. Exposure to vehicle noise and fumes
6. Exposure to extreme environmental conditions
7. Ability to work early morning hours and extended days during the summer months
8. Visual acuity to identify turf variations and abnormal conditions
9. Visual acuity to watch for flying golf balls
10. Manual dexterity
11. Ability to work early morning hours and extended day hours, including weekends and holidays year round.

### **SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Direct

- Golf Course Attendants I & II (3)
- Temporary Laborers

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The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

### ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Pushing Spread	Occasional	even / uneven surface
Sitting	Frequent	driving misc. vehicles
Driving	Frequent	motor vehicle / golf cart / misc. vehicles
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
cooler (full)	82 lbs.	floor to chest	variable	occasional	two hand lift
bucket of sand (full)	68 lbs.	0-25 inches	variable	occasional	two hand lift
carbide blade	62 lbs.	0-20 inches	variable	occasional	snow preparation
spinner	100 lbs.	0-24 inches	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-5 inches	variable	occasional	two hand lift
blower	20 lbs.	knee to waist	variable	occasional	two hand lift
tree segments	up to 50 lbs.	ground to waist	variable	occasional	cut during tree removal
cup tool	10 lbs.	floor to waist	variable	frequent	one hand lift
cup kit	8 lbs.	floor to waist	variable	frequent	one hand lift
bag of fertilizer	50	floor to chest	variable	occasional	two hand lift
weed eater	20 lbs.	floor to waist	variable	occasional	two hand lift
pole saw	20 lbs.	floor to chest	variable	occasional	two hand lift
shovels/rakes/tools	<10 lbs.	floor to waist	variable	occasional	two hand utilization
drag mat	70 lbs	floor to waist	variable	occasional	two hand lift

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CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	0-40 feet	variable	occasional	two hand carry
cooler (full)	82 lbs.	0-40 feet	variable	occasional	two hand carry
bucket of sand (full)	68 lbs.	0-40 feet	variable	occasional	two hand carry
carbide blade	62 lbs.	0-10 feet	variable	occasional	snow preparation
spinner	100 lbs.	0-50 feet	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-50 feet	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-10 feet	variable	occasional	two hand carry
blower	20 lbs.	0-100 feet	variable	occasional	two hand carry
tree segments	up to 50 lbs.	0-20 feet	variable	occasional	two hand carry
cup tool	10 lbs.	0-100 feet	variable	frequent	one hand carry
cup kit	8 lbs.	0-100 feet	variable	frequent	one hand carry
bag of fertilizer	50	0-30 feet	variable	occasional	two hand carry
weed eater	20 lbs.	variable	variable	occasional	two hand carry
pole saw	20 lbs.	variable	variable	occasional	two hand carry
shovels/rakes/tools	<10 lbs.	variable	variable	occasional	two hand carry

PUSHING	FORCE	FRQNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand push - vertical
trailer	90 lbs.	occasional	two hand push - vertical
misc. equipment	40 lbs.	occasional	two hand push - horizontal
snow blade	40 lbs.	occasional	snow preparation

PULLING	FORCE	FRQNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand pull - vertical
trailer	90 lbs.	occasional	two hand pull - vertical
misc. equipment	40 lbs.	occasional	two hand pull - horizontal
snow blade	40 lbs.	occasional	snow preparation

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent