

# POSITION DESCRIPTION

<b>Title</b>	Assistant Golf Grounds Superintendent	<b>Type</b>	Laborer
<b>Department</b>	Public Works	<b>Union</b>	Non-Union
<b>Date</b>	April 16, 2019	<b>Location</b>	7

## **Job Overview**

This position reports directly to the Golf Superintendent. Under the superintendent's supervision, the assistant directs and participates in the maintenance of all golf course features, equipment, and facilities. The Assistant Superintendent may serve in the Golf Superintendent's capacity in the event of their absence.

This is a Seasonal position with no benefits.

## **Reporting Structure**

Reports directly to the Golf Superintendent and will work under the general supervision of the Public Works Director and the Borough Manager.

## **Essential Duties and Responsibilities**

1. Perform grounds maintenance tasks including mowing tees, fairways, roughs, and greens; edge and trim hazards; remove leaves and storm debris from course.
2. Move golf holes and tee markers, make repairs to tees and greens.
3. Operate small power equipment such as, but not limited to, lawn mowers, chain saws, tampers, snow blowers, weed wackers, and other equipment and hand tools used by the Borough in maintenance operations.
4. Operate motor vehicles to transport personnel, equipment and supplies to and from job sites.
5. Perform maintenance and custodial duties at buildings, grounds and facilities located at the Terra Greens Golf Course.
6. Perform maintenance on vehicles and equipment such as but not limited to oil and filter changes; greasing moving parts; fill and/or change tires; sharpen or change blades, belts, springs, chains; clean by pressure washing; sand, prime and paint rust areas, etc.
7. Perform any and all additional duties as assigned by the Maintenance Superintendent, Public Works Director and/or Borough Manager.

## **ADDITIONAL DUTIES & RESPONSIBILITIES:**

1. May be required to operate front-end loader, backhoe, and other special purpose equipment as needed.
2. Perform duties of Golf Superintendent in his/her absence.

## **Required Minimum Qualifications and Certifications**

1. High School Diploma or equivalent required
2. Possess a valid Pennsylvania Driver's License (Class C)
3. Two years' experience/or training in the areas outlined within this job description; or equivalent combination of education and experience.

### **Preferred Knowledge, Skills and Abilities**

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procurement manuals.
2. Ability to speak effectively before groups.
3. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
4. Ability to deal with problems involving several concrete variables in standard situations.
5. Ability to comprehend the occupational hazards involving such work and to observe proper safety precautions.
6. Ability to perform heavy manual tasks and repetitive lifting tasks under varying conditions.
7. Ability to operate a variety of equipment under adverse weather conditions.
8. Knowledge of golf course policies and procedures, basic golf course practices and etiquette.

### **Physical Demands**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms.
3. The employee occasionally is required to stand and talk or hear.
4. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
5. The employee will be required to and must frequently lift and/or move up to 80 pounds and occasionally lift and/or move objects greater than this with help.
6. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, peripheral vision and the ability to adjust focus.

### **Work Schedule and Environment**

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee on a daily basis will be working outside for extended periods of time up to and including an entire work period. This includes working in all types of weather climates inclusive of extreme heat, humidity, cold, wind, and precipitous weather conditions.
3. Will be required from time to time to work evenings and weekends.
4. The employee is frequently exposed to wet and/or humid conditions and unsanitary conditions.
5. The employee will occasionally work at a high elevation.
6. There is the potential for exposure to fumes, exhaust, airborne particles, toxic and/or caustic chemicals while performing certain job functions.
7. The potential for the risk of electrical shock may also be evident.
8. The noise level in the work environment is usually loud in field settings, and can moderately quiet in office settings.
9. This is a drug free work environment. Drug and alcohol testing is administered in accordance with the Borough of East Stroudsburg Personnel Manual.
10. This is a seasonal position. Hours will typically be scheduled between 8 am – 5 pm, Monday thru Saturday, March thru November. Evening, weekend, holiday or hours adjustments may be required as job duties demand.
11. Daily reporting location is the Terra Greens Golf Course Maintenance Barn and work is performed at the Golf Course..

### **Pre-Employment Conditions**

1. Prior to employment, an applicant selected for this position must satisfactorily complete a drug and/or alcohol screening test and physical examination to determine if an applicant is physically capable of meeting the essential functions of the job.
2. Background and prior employment verification will be performed on the applicant selected for this position.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

**The Borough of East Stroudsburg is an Equal Opportunity Employer.**