

City of Huron Job Description

Employer: City of Huron

Department: Golf Course

Reports To: Golf Course Superintendent

Position Title: Golf Course Maintenance 1

2005 Rate of Pay: Rate of pay will vary depending on the experience, skills, and qualifications of the particular employee.

Opening Date: Opening date will vary depending on the needs of the Golf Course Superintendent.

Position Classification:

1. This is a Part-Time and Seasonal position.
2. The employee will work less than 1040 hours in the calendar year with no guarantee of hours per day, per week or per month.
3. Employee will be paid at the overtime rate (time and a half) for hours worked after forty (40) hours worked in one work week.
4. Employee in this position is not eligible to accumulate or use comp time or earn any city benefits.
5. This position is only open during the summer golf season.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Removing trash from course and outside club house area.
2. Watering and weeding of flower beds and other landscaped areas.
3. Pulling tee markers thereby allowing others to mow.
4. Filling divots on tee boxes.
5. Cleaning and filling ball washers.
6. Cleaning bathrooms in the shop and on the courses and cleaning the break room at the shop.
7. Performing other such light duties deemed necessary and assigned by the supervisor.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Hours of work: Employee will report to work on time. Hours of work per day and per week may vary depending on the task. Employee will normally work five (5) hours or less per day. Employee will be required to come to work early and work late if the task requires. Employee will be required to work on weekends.

Experience Necessary: None other than that the applicant / employee must be able to follow instructions. Knowledge of golf would be helpful for the person in this position.

Work Location(s): Employee will normally be required to report to the Memorial or Broadland Creek Golf Course for work. Place of work may change from morning to afternoon or afternoon to evening or weekday to weekend.

Equipment Operation: Employee may be required to operate light wheeled vehicles including a work or golf cart.

Education and Experience:

1. High School diploma or GED Certification recommended.
2. Employee may be a HS student.

Language Skills:

1. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
2. Ability to orally report and write simple reports.

Mathematical Skills:

1. Ability to use basic math skills.

Reasoning Ability:

1. Ability to apply common sense understanding to carry out detailed but uninvolved written or verbal instructions.
2. Ability to deal with problems involving a few concrete variables in standardized situations.

Certificates and Licenses:

1. Employee must have a valid SD Drivers License.
2. Other certificates or examinations as deemed necessary by the Golf Course Superintendent, the Golf Board or the Huron City Commission.

Physical Demands:

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.

1. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and stoop, kneel, or crouch.
2. The employee is occasionally required to use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and occasionally required to communicate.
3. The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 30 pounds.

Work Environment:

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.

1. While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, and outside weather conditions.
2. The employee is occasionally exposed to hot, cold, wet and/or humid conditions.
3. The noise level in the work environment is usually moderate.

April 18, 2005
Date Approved _____

Department Head

Commissioner in Charge

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Employee Sign Off:

The employee is expected to adhere to all City of Huron policies and to act as a role model in the adherence to city policies.

I have read and understand this expectation and job description.

Employee Signature: _____

Date: _____