

South Jordan City

Job Description

Title: Greenskeeper
Org: 640280
Pay Grade: 13

Effective Date: 1/1/17
FLSA: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform professional duties in managing, supervising, staffing, scheduling and conducting maintenance programs at Mulligan's Golf and Games.

SUPERVISOR

Golf Professional/Manager

POSITION(S) SUPERVISED

PT Greens Assistant
Golf Course Maintenance Workers
Mulligan's Laborers

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager

Job attendance is required, except for authorized leave.

Operate, maintain, and assist in the development and recreational needs of the golf course and related facilities. This position requires the advanced technical knowledge of golf course maintenance and design. Assist with recreational programs and their philosophy to individuals and groups through staff assignments.

Assist in developing and monitoring Mulligan's annual budget; tracks expenses generated by maintenance of the facility. Recommends and participates in the selection of capital improvement projects.

Assign daily work activities for the maintenance staff.

Plans, organizes and implements the proper maintenance of putting greens, tees, fairways, roughs, driving range, bunkers, trees, ornamental plants, canals and lakes. Directs total maintenance programs, assigning tasks to subordinate personnel, and evaluating their performance.

Reviews and inspects facility and operations for safety hazards and other potential problems.

Analyze for disease, insect and other related pest of turf grass stress problems. Selects and applies appropriate pesticides, fungicides, fertilizers, etc. and other measures to resolve problems.

Maintain complex irrigation system for golf course. Installs redesigns and modifies system as necessary. Performs and supervises electrical and plumbing repair and adjustments of system.

Responsible for selecting and procuring equipment, supplies and materials for repairs, maintenance and golf play. Ensure that equipment is properly maintained and safely operated.

Investigate and resolve complaints or inquiries from employees and patrons concerning the operations of the facility; deal appropriately with confrontational situations.

Provide administrative support by answering questions, maintaining correspondence with other divisions or agencies; lead scheduled tours; interface with community groups, and actively promote the facility throughout the community.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree required in Recreation Management or other related field. Masters Degree or M.A. preferred;

AND

B. Four (4) years of experience in related field;

2. Special Qualifications:

Valid Utah Class D Driver License
Current Certified Applicators License

3. Knowledge, Skills and Abilities:

Knowledge of operation procedures of golf operations, recreational facilities or other comparable facilities. General knowledge and background of golf and recreational programs. General knowledge and experience in planning, prioritizing, and organizing a complex workload.

Excellent public relation skills and communication skills.

Ability to operate a personal computer and Microsoft products.

Ability to establish and maintain effective working relationships with co-workers, the public, news media and other departments and agencies; ability to follow written and oral instructions; ability to create effective working relationships with employees and the public. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers and general public.

4. Working Conditions:

Incumbent of the position generally performs in an outdoor environment. Moderate exposure to elements such as heat, cold, dampness, fumes, noise, dust, or grease; Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting, etc. Talking, hearing and seeing are essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Frequent local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Skilled Craft Wkr
Location:	Mulligan's	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	1205