

# South Jordan City

## Job Description

**Title:** Greens Assistant  
**Org:** 640280  
**Pay Grade:** 6

**Effective Date:** 2/1/16  
**FLSA:** Non-Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Provide skilled maintenance and upkeep on golf course, which includes following the schedules for turf management, repair and construction. This position involves technical knowledge in golf course maintenance.

### SUPERVISOR

Golf Professional/Manager

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Operate and maintain irrigation systems for assigned golf course, including installation and repair of pipe, automatic valves, valve-in-head sprinklers, manual control systems, electrical control systems and/or radio control systems.

Respond to adverse conditions such as turf damage or disease, fungus control, animal damage, vandalism, or other conditions, which adversely affect golf course playability; general care of greens, tees, fairways and roughs.

Review and inspect facility and operations for safety hazards and other potential problems.

Train seasonal golf course maintenance workers.

Assume golf course maintenance during Greenskeeper's absence.

Operate various mowers, top dressers, sod cutters, bunker rakes, aerators, backhoes, loaders, sprayers, and numerous other types of equipment ranging in size; from hand-held to heavy equipment in the day-to-day operation, maintenance and modification of the assigned golf course.

Ensure supplies and materials are adequate and available. Report inventory needs to Greenskeeper. May provide input regarding budget, equipment, procurement, and staffing requirements as needed.

In compliance with federal, state and local regulations, apply fertilizers, pesticides, herbicides, fungicides, algaecides and/or other chemicals to the golf course as needed.

Cooperate with recreation, greens/parks and non-recreation personnel.

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 good relationships with other divisions or agencies; interface with community groups, and actively promotes the facility throughout the community.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS**

1. Education and Experience:

- A. Graduation from High School or G.E.D.
- AND
- B. One (1) year of experience in related field;

2. Special Qualifications:

Valid Utah Driver License  
Obtain and keep a current Utah Certified Applicators License, within 6 months of employment.  
Ability to work a flexible schedule including evening, weekends, and holidays.  
Completion of a two (2) year vocational or apprentice program preferred.

3. Knowledge, Skills and Abilities:

Extensive knowledge of golf course maintenance procedures, 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 and communication skills.

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. Effectively present information and respond to questions from groups of managers, clients, customers and general public; knowledge of word process.

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*

<b>Job Class:</b>	<b>Municipal Part Time</b>	<b>EEO-4 Class:</b>	<b>Serv/Maint</b>
<b>Location:</b>	<b>Mulligan's</b>	<b>EEOP Class:</b>	<b>Serv/Maint</b>
<b>Group/BU:</b>	<b>Part Time Pay Plan</b>	<b>Tech-Net Match:</b>	