

POSITION DESCRIPTION

City of Monett

monjobGCS

JOB TITLE: Greens Keeper

DEPARTMENT: Golf

SALARY RANGE: Payroll – Level 8

IMMEDIATE SUPERVISOR: Golf Course Superintendent

ESSENTIAL FUNCTIONS

- I. Golf Course Operations Related Activities 40% of Time
 - A. Maintains an understanding of the inventory, equipment, and the chemicals needed to operate the course.
 - B. Applies the various chemicals to the various zones assuring for adherence to the program and for safety.
 - C. Assists with the development of special events that enhance revenues and increase visibility and awareness of the golf facilities in the community.
 - D. Monitors and assures for the appearance, playability, and esthetic nature of the course assuring for the adherence to the optimal standards.
 - E. Maintains an understanding of the grass needs relating to irrigation. Maintains an understanding of the computer program associated with the irrigation system.
 - F. Monitors the inventory of supplies and makes arrangements for restocking as needed, assuring for compliance with budget expectations.
 - G. Maintains the irrigation system assuring that the program is efficient and that the irrigation process is optimized.

II. Supervisory Activities 35% of Time

- A. Develops and conducts an orientation to the job for all new employees assigned to area.
- B. Monitors performance and provides appropriate coaching and judging as needed, assuring for fairness and for professionalism.
- C. Ensures that employees receive the necessary training they require to complete the duties of their jobs assuring for safety.
- D. Sets schedules and assigns duties for all employees assuring that all aspects of the course maintenance and operation are completed and assuring for safety.
- E. Responds to requests by immediate supervisor in an accurate, complete and timely manner.
- F. Provides ongoing corrective action for employees in need assuring professionalism.
- G. Evaluates and recommends (at the conclusion of the probation period, and on an ongoing basis) employee for continued employment.
- H. Provides ongoing supervision and acts as a role model for all employees assuring professionalism.
- I. Deals with the public in a professional and courteous manner.

III. Administration, Planning & Budget Activities 25% of Time

- A. Maintains an awareness of all golf course policies, procedures, and practices assuring for thoroughness and accuracy.
- B. Develops and assists with the strategic and operational planning for the course.
- C. Assists with the development of the budget in accordance with the standards established assuring for timeliness and accuracy. Adjusts spending as required by budget constraints.

- D. Provides an explanation for the details of the budget as needed, assuring for accuracy.
- E. Provides details if budget variances occur and assists in bringing operations into compliance with budget as needed.
- F. Answers questions, provides clarification to golfers, staff, and others regarding policies, ordinances, and practices as needed or requested, assuring for courtesy, professionalism and the best possible PR for the City.
- G. Maintains all required certifications required to operate the course.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor; subject to reasonable accommodations.

WORK ENVIRONMENT

- ◆ Above Average accessibility of all work sites required for the position.
- ◆ Above Average exposure to weather and temperature extremes.
- ◆ Above Average exposure to chemicals and fumes.
- ◆ Above Average exposure to heights.
- ◆ Above Average exposure to work safety hazards.
- ◆ Above Average amount of overtime/extended work hours required.
- ◆ Above Average exposure to dust.
- ◆ Above Average exposure to loud noises.
- ◆ Above Average exposure to darkness.
- ◆ Above Average exposure to cramped spaces.

PHYSICAL EFFORT

- ◆ Above Normal physical mobility: movement from place to place on the job, considering distance and speed.
- ◆ Above Normal physical agility: ability to maneuver body while in place.

- ◆ Above Normal physical strength to handle routine office materials and tools.
- ◆ Above Normal physical strength to handle 80 lb. objects, considering frequency.
- ◆ Above Normal dexterity of hands and fingers.
- ◆ Above Normal physical balance: ability to maintain balance and physical control.
- ◆ Above Normal coordination, including eye/hand, hand/foot, etc.
- ◆ Above Normal endurance.

KNOWLEDGE REQUIREMENTS

- ◆ Completed High School Diploma or equivalent.
- ◆ Ability to deal with gold course and conservation matters.
- ◆ Proficiency with all required equipment, safety procedures, and computers.
- ◆ Ability to work courteously with people in person and on the phone.

MENTAL EFFORT

- ◆ Normal concentration/intensity: prolonged mental effort with limited opportunity for breaks.
- ◆ Average memory, considering the amount and type of information.
- ◆ Normal complexity of decision making.
- ◆ Normal time pressure of decision making.
- ◆ Normal analytical thinking.
- ◆ Normal conceptual thinking.

COMMUNICATION

- ◆ Average verbal communication.
- ◆ Average written communication.
- ◆ Average non-verbal communication

SENSORY ABILITIES

- ◆ Normal ability to see.
- ◆ Normal ability to distinguish colors.
- ◆ Normal ability to hear.
- ◆ Normal ability to smell.
- ◆ Normal sense of touch