

JOB DESCRIPTION

Marissa Recreational Area – Mechanic/General Laborer

TITLE: Mechanic/General Laborer

QUALIFICATIONS: Mechanical knowledge, aptitude and skills to maintain all club equipment in good operational repair. Physically fit and able to lift 50-75 pounds. Has valid driver's license. Has proof of health insurance.

FUNCTION: Under the supervision of the Golf Course, Building & Grounds Superintendent, performs skilled work pertaining to the care and maintenance of golf carts and other golf course equipment. May also function as a laborer as needed.

REPORTS TO: Golf Course, Building & Grounds Superintendent

TERMS OF EMPLOYMENT: March 1 – October 31 (Maximum 1,050 hours)/hourly per B.O.D.

BOARD ADOPTION DATE: March 18, 2019

DESCRIPTION OF TASKS AND RESPONSIBILITIES:

1. Establish and implement preventive maintenance programs for all equipment in the golf course maintenance operation.
2. Maintain the mechanics work area and club tools in a clean, well-organized, safe and secure manner.
3. Be responsible for the repair and maintenance of all golf equipment.
4. Responsible for maintaining adequate inventory levels of petroleum products, replacement parts and shop supplies as established by the Superintendent.
5. Advise on capital equipment addition or replacement needs.
6. Be responsible for all required documentation relating to equipment repairs and purchasing of replacement parts.
7. Able to work independently with little direction.
8. Establish and maintain effective working relationships with others.
9. Duties also to include those of the general laborer.
10. Responsible to clock in and clock out own time card.
11. Any time off during the prime golfing season must be approved by the Superintendent in advance.
12. The duties listed above are not inclusive of the various types of work that may need to be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related to or is a logical assignment to the position.

EVALUATION: Aside from regular monitoring by the Superintendent, this person shall be formally evaluated at or near the conclusion of each golfing season by the Superintendent. This written evaluation will then be passed on to the Personnel Committee of the Board.