

SHAWNEE COUNTY, KANSAS
Position Description
Intermittent Golf Course Maintenance

POSITION CONTROL NUMBER: Various

FLSA STATUS: N

POSITION DESCRIPTION

Responsible for assisting in maintaining a high quality golf course, equipment maintenance, and course facilities. Performs a variety of semi-skilled tasks in golf course maintenance work and other responsibilities related to improving the quality of the golf course. This position is supervised by the Golf Course Superintendent.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

WORK PERFORMED.

70% General Maintenance. Maintain golf courses ran by Shawnee County. Duties include mowing, weed eating, leaf blowing/pickup, sand trap work, tree trimming, trash removal and other duties as assigned.

20% Customer Service. Provides customer service by responding to requests from the general public, providing information, and directing customers to appropriate individuals.

10% Other Duties as Assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Microsoft Office
- Google Chrome
- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Make simple arithmetical calculations.
- Think critically and analyze data.
- Use computer software programs.
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.

Shawnee County Position Description

Intermittent Park Maintenance- Golf Course Grounds Maintenance (various)

- Operate various office equipment.
- Make change.

PHYSICAL REQUIREMENTS

N-Never O-Occasional (1%-33%) F-Frequent (34%-66%) C-Continuous (67%-100%)

| | N | O | F | C | | N | O | F | C | | N | O | F | C |
|-----------------|---|---|---|---|-------------------|---|---|---|---|-----------------------------------|---|---|---|---|
| HANDS | | | | | BODY/TRUNK | | | | | OTHER | | | | |
| Reaching | | | X | | Sitting | | | X | | Driving | | X | | |
| Pushing/Pulling | | X | | | Bending | | | X | | High Elevation | X | | | |
| Climbing | | X | | | Reaching | | | X | | Unprotected Heights | X | | | |
| Throwing | | X | | | Lifting-50 lbs. | | X | | | Around Moving Machinery | | X | | |
| ARMS | | | | | Carrying | | | X | | Driving Automotive Equipment | | X | | |
| Reaching | | | X | | Jumping | | X | | | Exposure to Dust, Gases and Fumes | | X | | |
| Lifting-50 lbs. | | X | | | Twisting | | X | | | Cramped Body Position | | X | | |
| Pushing/Pulling | | X | | | Squatting | | X | | | Sustained Positions | | X | | |
| Carrying | | | X | | Turning | | | X | | Noise Levels (Excessive) | | X | | |
| Throwing | | X | | | LEGS/FEET | | | | | Electrical Hazards | | X | | |
| EYES | | | | | Walking | | | X | | Slippery Surfaces | | X | | |
| Near Vision | | | | X | Standing | | | X | | Work Above Ground | | X | | |
| Far Vision | | | | X | Sitting | | | X | | Work Below Ground | | X | | |
| Color Vision | | | | X | Carrying | | X | | | Irregular Surfaces | | X | | |
| VOICE | | | | | Climbing | | X | | | Moving Objects | | X | | |
| Talking | | | | X | Jumping | | X | | | In High Volume Traffic | | X | | |
| EARS | | | | | Turning | | | X | | Exposure to Marked Changes in | | | | |
| Hearing | | | | X | Lifting-50 lbs. | | X | | | Temperature and Humidity | | X | | |

EQUIPMENT USED

Personal Computer

Printer

Telephone

Office Furniture

Fax Machine

Photocopier

Misc. Office Equipment

Riding Lawn Mower

Walk-behind Lawn Mower

Weed Trimmer

Leaf Blower

Outdoor Power Equipment

MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Eighteen (18) years of age.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- May be required to work weekends.
- Required to pass a pre-employment drug screen and review of driving record.

Shawnee County Position Description

Intermittent Park Maintenance- Golf Course Grounds Maintenance (various)

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 9/19

Revision History: 12/24