

SHAWNEE COUNTY, KANSAS

Position Description Intermittent Golf Mechanic

Position Control Number:

PRX630

FLSA Status:

N

POSITION DESCRIPTION

Under limited supervision, this Intermittent position works independently in the repair and maintenance of various gasoline and diesel powered golf maintenance equipment, including the gasoline golf cart fleet. Maintains, repairs, and keeps equipment operational at all times. Operates specialized equipment in the maintenance shop and on the golf courses. Performs other duties as assigned. This position is supervised by a 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

80% Equipment Maintenance:

- Inspects diagnoses, adjusts and repairs mechanical defects/failures in various pieces of golf course maintenance equipment on a regular basis.
- Repairs and adjusts engines and cutting mechanisms on various heavy and light mowing equipment.
- Keeps up with preventative maintenance schedule, i.e. oil, grease, air, gas, etc.
- Inspects equipment on course.
- Communicates any needs or problems relating to maintenance or repair of equipment.
- Works to prioritize equipment repair and maintenance work.
- Troubleshoots mechanical failure.
- Maintains a clean and organized work area.
- Cleans and organizes shop on a daily basis.

10% Equipment Operation

- Ability to operate equipment properly to monitor operation and cutting performance of equipment provided to staff.
- Provides training to other employees on assigned equipment operations and safety procedures.
- Provides training to other employees on operator equipment check list on checking engine fluid levels.

10% Reporting & Purchasing

- Maintains records on repair and service operation.
- Inputs records of repairs into a database.
- Completes reports as needed.
- Maintains inventory of shop supplies.
- Estimates cost of repairs.
- Follows Purchasing Policy for Shawnee County.

**Shawnee County Position Description
Intermittent Golf Mechanic (PRX630)**

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Training responsibilities and proper equipment operation.
- Methods, practices, and equipment used in golf course maintenance.
- The general operation of equipment and the safety specifications of each.
- The occupational hazards and safety of the trade.

Ability to:

- Use and operate hand tools, mechanical equipment, and power tools required for the work in a safe and efficient manner.
- Establish and maintain effective working relationships with the public, co-workers, and immediate supervisor.
- Determine the necessary procedures and parts required to complete repairs.
- Proper record keeping of all maintenance equipment
- Communicate effectively, both written and verbally, using the English language.
- Follow oral and written instructions.

Skill in:

- The use of tools and equipment.
- The estimating of repair costs.

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 Temperature and Humidity				
Hearing			X		Lifting-50 lbs.		X							X

**Shawnee County Position Description
Intermittent Golf Mechanic (PRX630)**

EQUIPMENT USED

Greens mower	Blowers	Hand Tools,
Tees mower	Compressors	shovels and
Fairway mower	Backhoe	rake
Rough mower	Weed eaters	Other golf
Turf Utility Vehicles	Tractor & Implements	course
Chainsaws	Golf Cars	related
Bunker Rake	Skid Steer	equipment

MINIMUM QUALIFICATIONS

- A High School Diploma or GED Certificate.
- Three (3) or more years of experience in general equipment maintenance and repair (small engines, diesel and gas) in a professional setting.
- Valid Kansas Driver’s License and able to operate a County-owned vehicle (HR2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) that are less than five (5) years old; No more than two (2) at fault or chargeable accidents that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Preferred prior experience with golf course maintenance equipment with an emphasis on reel maintenance, proper grinding, and mower setup.

SPECIAL REQUIREMENTS

- Required to lift fifty (50) pounds.
- Required to work some weekends.

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