

Golf Course Maintenance Bismarck Parks and Recreation District

The Bismarck Parks and Recreation District is accepting applications for a full-time Golf Course Maintenance position. The position will assist in the maintenance of the golf facilities including grounds, equipment and vehicles, buildings, parking lots and trails, irrigation, and other assigned areas as well as prepare and maintain records and reports of work accomplished. Position will require employee to work during the golf season for the Facilities and Programs Golf Operations Division and will be transferred to one of the other divisions during the off-season, approximately November through March, weather dependent. The employee will be responsible for safe operating procedures while on duty.

The position requires an Associate's Degree or higher in a field related directly to the job description or high school diploma (or equivalent) with a minimum of two years' experience related to the job description. Training and experience to include grounds maintenance, small engine repair, irrigation systems, and buildings and facilities upkeep. The position also requires a valid driver's license and the ability to lift and carry up to 50 pounds or heavier lifting with other employees.

Preferred qualifications include post-secondary education or training related to the job description, including small engine repair, grounds maintenance, and irrigation systems, Commercial Pesticide Applicators Certification in the category of Ground and Ornamental Turf, First Aid, CPR and/or a Class B or higher Commercial Driver's License.

Starting bi-weekly salary range is \$1,585 - \$1,685 and will include the standard full-time employee benefits of the Bismarck Parks and Recreation District.

Cover letter, Park District application, and resume must be received by 5:00 pm on June 19, 2019 or until the position is filled. Please submit information to Bismarck Parks and Recreation District, ATTN: Human Resources, 400 East Front Avenue, Bismarck, ND 58504.

The job descriptions and application can be viewed and obtained at the Park District office or at www.bisparks.org.

EOE



JOB DESCRIPTION

JOB INFORMATION

Title:	Maintenance
Classification:	Operations III/Non-Exempt
Salary Range:	Salary adjustments are determined on an annual basis by the Board of Park Commissioners
Benefits:	Standard Benefits of the District are provided
Supervisor (s):	Golf Course Superintendent/Golf Operations Manager

JOB SUMMARY

Assist in the maintenance of the golf facilities including grounds, equipment and vehicles, buildings, parking lots and trails, irrigation, and other assigned areas. Prepare and maintain records and reports of work accomplished.

Position will require employee to work during the golf season for the Facilities and Programs Golf Operations Division and will be transferred to one of the other divisions during the off-season, approximately November through March, weather dependent.

Employee will be responsible for safe operating procedures while on duty.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

**** ESSENTIAL FUNCTIONS***

*** Golf Course Operations**

Operation and repair of irrigation systems and maintenance equipment

Maintenance of buildings and grounds.

Responsible for safe operation of all equipment and due care and safety in handling chemicals, safe practices on the job site, safe and efficient operation of tools, and care and upkeep of vehicles, tools and equipment.

Perform a variety of tasks that range from skilled to unskilled work.

Responsible to inform supervisors or proper staff person of job problems, broken equipment, building damage, potential safety violations, and to inform supervisor that certain tasks were not completed before accepting new assignments.

Frequently involves operation of trucks, tractors, light equipment, power tools, turf care, maintenance of golf facilities, and special projects.

Responsible to clean facilities, restrooms, make garbage runs and other laboring type assignments.

*** Communication and Record Keeping**

Meet regularly with the Golf Course Superintendent or assigned supervisor and other designated staff to maintain a dialogue relating to work.

Maintain records and reports relating to maintenance, operation and improvements.

Develop and maintain positive working relationships among staff.

*** Other Essential**

Ability to lift and carry objects up to 50 pounds or heavier lifting with other employees.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Represent the Bismarck Parks and Recreation District in a positive manner at all times.

Follow all Park District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Assist in the organizing, assigning and scheduling of full-time seasonal and part-time employees for the maximum utilization of time and equipment. Participate with and supervise the safe and efficient work performance of full-time seasonal and part-time employees.

Take on-call assignments, to work nights, weekends and/or holidays on a rotating or emergency basis.

Other Duties and Tasks

Communicate effectively with co-workers and the public.

Inform the supervisor prior to running out of supplies or scheduling special tools or equipment.

Prepare and submit reports relating to personnel, activities, inspections and incidents/accidents.

Responsible to other division managers during the non-golf season and/or when not needed at one of the golf facilities.

Other duties as assigned.

JOB SPECIFICATIONS

Position requires an Associate's Degree or higher in a field related directly to the job description or high school diploma (or equivalent) with a minimum of two years' experience related to the job description. Training and experience to include small engine repair, grounds maintenance, irrigation systems, and buildings and facilities upkeep. The position also requires a valid driver's license and the ability to lift and carry objects 50 pounds or heavier lifting with other employees.

Preferred qualifications include post-secondary education or training related to the job description, including small engine repair, grounds maintenance, and irrigation systems, Commercial Pesticide Applicators Certification in the category of Ground and Ornamental Turf, First Aid, CPR and/or a Class B or higher Commercial Driver's License.

Must perform manual to semi-skilled maintenance and construction work. Ability to lift 50 pounds alone or heavier lifting with other employees.

Operation and repair of irrigation systems, turf management, construction, plumbing, welding, arboriculture, landscape installation and maintenance.

Perform manual labor.

Must be able to read understand and interpret labels on pesticides, reports, manuals and other oral or written instructions. Prepare written reports, and report problems and repairs to proper person.

Successful experience in operating a variety of light equipment and power tools.

Experience in performing manual and semi to skilled maintenance, construction work and irrigation/plumbing repairs and maintenance.

Experience in or training in performing some equipment repair, maintenance of grounds, buildings and facilities.

WORKING CONDITIONS

Work is primarily outdoors and requires working under extreme conditions.

Requires working with pesticides.

Employee is required to be on time and work 40 hours a week and overtime when required.

Employee is required to take on-call assignments, to work nights, weekends and/or holidays on a rotating or emergency basis.

May be assigned to other areas such as pools, arenas, operations, recreation, or joint projects with other divisions.

Revised: Updated May 2019

Employee Signature

Date

Golf Course Superintendent's Signature

Date

Golf Operations Manager's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date