



DATE ISSUED: 03/07
FLSA: Non-Exempt
PTO: COVS

JOB DESCRIPTION

TITLE

Golf Course Maintenance Operator I

JOB SUMMARY

Performs moderately heavy manual work in the care and maintenance of the golf course, performs minor equipment maintenance, and assists in irrigation repair. Work involves preparing, maintaining, and/or repairing tees, cups, traps, greens, roughs, fairways, bunkers, creeks, and lakes. Maintenance duties may involve the use of hand tools, weed eaters, flymowers, mowing equipment, etc. Work is performed under supervision according to specific instructions and performance is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Golf Course Maintenance Leader and/or Supervisor, Golf Course Marketing & Operations

Supervises: No supervisory responsibilities

PRIMARY DUTIES - May include, but not limited to the following:

Prepares, maintains, and/or repairs tees, greens, roughs, fairways, traps, bunkers, creeks, and lakes.

Sets cups and tee markers.

Rakes traps.

Waters the golf course.

Mows greens, tees, fairways, and roughs.

Cares for plants by preparing beds, planting, watering, hoeing, fertilizing, pruning, and spraying.

Cuts and trims greens, tees, fairways, and roughs using small power mowers, tractors, riding mowers and edgers.

Picks up all trash and rubbish on grounds, and maintains appearance of assigned area.

Maintains tools, equipment, and materials used in maintenance of the golf course.

Assists with the maintenance, repair and installation of sprinkler systems.

Loads and transports equipment to the work site.
Collects leaves for compost.
Assists in sanding ice covered roads and sidewalks during inclement weather.

ADDITIONAL DUTIES

Attends unit, departmental, and divisional staff meetings and education sessions.
Assists with golf cart maintenance and repairs.
Performs other duties as requested.

EDUCATION

High school diploma or equivalent preferred.

EXPERIENCE

No experience required. Six months experience preferred. Must be CPR/First Aid/AED certified within 90 days of hire.

REQUIREMENT

Valid driver's license issued by the State of Texas and a safe driving record such as required to attain Driver's Authorization from the University.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to learn the practices, materials, tools, and machines used in preparing, maintaining, and/or repairing tees, greens, roughs, fairways, traps, bunkers, creeks, and lakes.
- Ability to learn the practices and procedures for setting tee markers and cups.
- Ability to learn how to maintain tools, equipment, and materials used in maintenance of the golf course.
- Ability to assist with the maintenance, repair and installation of sprinkler systems.
- Ability and mobility to perform tasks on all terrains.
- Ability to climb trees and work at heights while assisting with the pruning of trees.
- Ability to understand and follow simple written and oral instructions.
- Ability to work around lawn chemicals, dust and pesticides.
- Ability to work around loud noise while using lawn equipment.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift 50 pound bags of fertilizer into spreaders and lift lawn equipment. Specific vision abilities required by the job include ability to distinguish the nature of objects by using the eye. The employee must have the ability and endurance to perform tasks for up to eight and ten hours per work day in all weather environments.

WORK ENVIRONMENT

Employees are responsible for performing their duties in an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors and/or outdoors. The noise level is usually moderate to loud.

SAFETY

Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. Operates equipment safely and reports any unsafe work conditions or practice to supervisor.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

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Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.