



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

## **JOB DESCRIPTION**

### **TITLE**

Golf Course Maintenance Operator II

### **JOB SUMMARY**

Performs moderately heavy manual work in the care and maintenance of the golf course and performs minor equipment maintenance. Troubleshoots and assists in irrigation repair. Plans, calculates, and calibrates fertilizer applications. 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, fertilizer spreaders, etc. Work is performed under supervision according to specific instruction 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:*

Accurately plans, calculates, conducts, and calibrates fertilizer applications.

Troubleshoots, repairs, maintains, and installs sprinkler systems.

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

Sets cups.

Sets tee markers.

Rakes traps.

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.  
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 required.

***EXPERIENCE***

Minimum of twelve months golf course experience. Must possess all the knowledge, skills, and abilities of a Golf Course Maintenance Operator I. 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 prepare, maintain, and/or repair tees, greens, roughs, fairways, traps, bunkers, creeks, and lakes.
- Ability to set tee markers and cups.
- Ability to plan, calculate, conduct, and calibrate fertilizer applications
- Ability to maintain tools, equipment, and materials used in maintenance of the golf course.
- Ability to maintain, repair and install sprinkler systems.
- Ability to perform moderately heavy physical work and to remain outdoors in all types of weather including extreme heat.
- Ability and endurance to perform tasks for up to 8 & 10 hours per work day.
- 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:*** \_\_\_\_\_

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Operator II  
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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.***