

City of Mission Job Description

Job Title: **Greenskeeper**



Classification: **Non-Exempt**

Department: Golf Course

Division: Greens

Supervisor: Greens Superintendent

Effective: March 14, 2008

**I. JOB SUMMARY**

Keep grounds of City Golf Course clean and repair building and equipment; mows grass over the course and the tee and greens using hand mower or power-driven lawnmower. Grubs and weeds around bushes trees and flower beds and trims hedges. Picks up and burns or carts away paper and rubbish. Repairs and paints benches, tables, guardrail and assist in repair of roads, walks, buildings, and mechanical equipment using hand tools. Cleans comfort stations and other buildings. Report major maintenance repair needs to the greens superintendent. Individual will perform other duties assigned by Supervisor/Golf Course Director when needed.

**II. EDUCATION REQUIREMENTS**

- High school diploma or GED preferred, but not required.
- A working knowledge of power lawn mower/tractor.
- A working knowledge of hand tools.

**III. EMPLOYMENT REQUIREMENTS**

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration.
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver's license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

**IV. SKILL AND ABILITY REQUIREMENTS**

- Ability to establish a working relationship with peers and supervisors.
- Ability to perform repetitive work on a continuous basis.
- Ability to move hand easily and skillfully to handle/operate tools/machines required to perform task (s).
- Ability to understand City policy and procedures related to the job.

**V. EQUIPMENT/MATERIALS**

General office and safety equipment/materials to include but not limited to the following:

- City vehicle, Lawn mower, Line trimmer
- Broom, Shovel, Rake

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- Power lawn mower/tractor, Small power tools, Hoe
- Golf cart, Golf balls, Weed eater
- Riding lawnmower, Uniform, Hard hat
- Policy & procedure handbook, Safety equipment, Grass blower

## **VI. ESSENTIAL JOB FUNCTIONS**

- Cut grass with hand and/or power lawn mower.
- Trim grass/weeds around flower beds, walkways, and other objects as identified by the supervisor.
- Plant and/or transplant, grass, and trees.
- Trim greens and cut fairways.
- Water golf course as directed by supervisor.
- Keep restrooms clean at all times.
- Perform minor maintenance on walkways, roadways, and buildings on the golf course.
- Perform required maintenance on power equipment as scheduled and/or directed by the supervisor.
- Perform all job duties with particular attention to good public relations, safety, health, and proper procedures.
- Report maintenance needs to the supervisor on a timely basis.
- Request materials and/or tools needed to perform work activities to supervisor on a timely basis.
- Follow the work schedule as directed by the supervisor.

## **VII. NON-ESSENTIAL JOB FUNCTIONS**

- Setting up for golf tournaments.



**VIII. WORK ENVIRONMENT**

Exposure to the following environmental conditions are required for this job.

	None	Amount of Time		
		Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)			X	
Work near moving mechanical parts			X	
Work in high, precarious places	X			
Extreme heat (non-weather)				X
Extreme cold (non-weather)		X		
Outdoor weather conditions				X
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
vibration		X		

**IX. MANUAL DEXTERITY**

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip small power tools to cut grass and maintain the city parks.



**X. PHYSICAL DEMAND ANALYSIS**

**MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Weights</b>	<b>Frequency</b>	<b>Performance</b>
<b>LIFTING</b>	Up to 5 lbs	<b>C</b>	Floor to knuckle unload tools from utility vehicle and install irrigation parts.
	6-10 lbs	<b>F</b>	Floor to knuckle and knuckle to shoulder, loading and unloading parts from the shop to vehicle.
	11-20 lbs	<b>O</b>	Lift spool of wire to install control wire.
	21-25 lbs	<b>O</b>	Floor to knuckle, seed, fertilizer or spre parts.
	26-50 lbs	<b>O</b>	Floor to knuckle, seed, fertilizer or spre parts.
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
<b>CARRYING</b>	Up to 5 lbs	<b>C</b>	Up to 100 feet, tool pouch for maintenance or repairs.
	6-10 lbs	<b>C</b>	Up to 100 feet testing electrical circuit.
	11-20 lbs	<b>O</b>	Up to 25 feet, roll of wire for installation.
	21-25 lbs	<b>O</b>	Up to 25 feet, roll of wire for installation.
	26-50 lbs	<b>N</b>	
	51-75 lbs	<b>N</b>	
<b>PUSH/PULLING</b>	6-10 lbs	<b>N</b>	
	11-20 lbs	<b>N</b>	
	21-25 lbs	<b>F</b>	Weedeater
	26-50 lbs	<b>F</b>	Lawn mower
	51-75 lbs	<b>N</b>	
	76-100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	
	Over 100 lbs	<b>N</b>	

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

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**ON-MATERIAL HANDLING ACTIVITIES**

<b>Task</b>	<b>Frequency</b>	<b>Performance</b>
<b>CLIMBING</b>	<b>O</b>	10 feet to check pump station roof for proper connection.
<b>STOOPING</b> (bending at waist)	<b>F</b>	Check sprinklers for proper function. Dig and inspect valves.
<b>KNEELING</b> (one or both knees)	<b>F</b>	Check sprinklers for proper function dig and inspect valves.
<b>CROUCHING</b> (bending at hips/knees)	<b>F</b>	Check sprinklers for proper function dig and inspect valves.
<b>CRAWLING</b>	<b>O</b>	Inspect wiring in trenches.
<b>REACHING</b>	<b>C</b>	Retrieve tools or parts with partial to full arm extension.
<b>TWISTING/TURN</b> (rotation)	<b>C</b>	Up to 180 degrees at waist, shoulder and neck level to perform inspections and repairs.
<b>HANDLING</b> (manipulated objects)	<b>C</b>	Utilize tools during repair and maintenance.
<b>STANDING</b>	<b>F</b>	During inspection and repair of irrigation units.
<b>WALKING</b>	<b>C</b>	Up to two miles per day during inspection.
<b>SITTING</b>	<b>F</b>	When riding lawn mower to cut greens
<b>FINGERING</b> (finger dexterity)	<b>F</b>	Splice wires and install sprinklers.
<b>GRASPING</b> (whole hand activities)	<b>F</b>	Hold tools exerting moderate to heavy force. During repair and maintenance of irrigation units.

**N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%**

I, \_\_\_\_\_ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date