



City of Pontiac

Pontiac Parks and Recreation Department

Golf Course Seasonal Grounds Crew

Job Description: Main functions of this position include preparation and maintenance of all golf course greens, fairways, and other surfaces around the area to preserve and ensure compliance with all golf regulations and standards. As a member of the grounds crew, one will also set or adjust course tee and cup placements, repair irrigation systems and operates greens-keeping equipment.

**** Volunteer and paid positions available. Please specify in your application. ****

Reports to: Director of Golf

Qualifications/Preferred Skills:

- Employees must be at least 17 years old.
- Ability to safely use and knowledge of hand and power tools and equipment.
- Reliable attendance and efficient work ethic.
- Previous experience and knowledge of grounds work.
- Possession of a valid driver's license to drive city vehicles and must be able to drive turf vehicles and mowers.
- Ability to work unsupervised while on the course. Must use good safety awareness and judgment.

Duties and Responsibilities:

- Operation of large mowers, tractors, and other light equipment in a safe, efficient manner.
- Maintains teeing ground, weeding tee surroundings, and other turf areas.
- Responsible for reporting any abnormalities uncovered while operating machinery to supervisor.
- Assists in the preparation of the course for daily play.
 - Rake the bunkers.
 - Cut and trim course greens, tees, fairways, and roughs.
 - Assist with watering the roughs.
- Responsible for checking fluid levels before and after operating machines.
- Plant bushes, shrubs, and other greenery.
- Changes green flags, putting cups, trims trees, picks up grass piles, and lay sod.
- Blow off cart paths with backpack blowers or riding blowers.

- Returns all equipment to the designated location at the maintenance facility at the end of the day or shift.
- Perform other duties as assigned.

Working Environment/Physical Activities:

- Must be able to lift 50 lbs. along with lifting objects overhead, pushing/pulling, and moving lighter objects.
- The employee occasionally works in outside weather conditions.
- The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.
- The employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; chemicals; and the risk of electric shock.
- Must be able to frequently stand, sit, bend, use of hands to fingers; and talk or hear, stoop, kneel, crawl, and walk.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Hours/Dress Code:

- Must be able to work flexible hours including mornings, weekends, and holidays.
- This is a supplemental, seasonal, part-time position with no benefits. Hours vary based on weather and other program demands.
- All volunteers and workers should wear long pants, steel toe work boots preferred. No open-toed shoes or sandals.