



POSITION DESCRIPTION

<u>TITLE:</u>	Indian Bluff Seasonal Golf Course Grounds Keeper
<u>DEPARTMENT:</u>	Indian Bluff Golf Course
<u>SUPERVISOR:</u>	Golf Course Superintendent
<u>FLSA:</u>	Non-Exempt
<u>EMPLOYMENT STATUS:</u>	At-Will

BASIC FUNCTION:

Under general direction performs maintenance of the grounds and facilities at the District's golf course. Work is performed with considerable independence in judgment and decision making within established policy guidelines. Employees receive assignments from the Golf Course Superintendent or Assistant Superintendent, who defines objectives, priorities and deadlines and assists the employee with unusual situations that do not have clear precedents.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Must be capable of regular and predictable attendance at a specified location in order to perform assigned tasks.
- Hand mowing, ride mowing, string trimming, raking sand traps, watering and placing sod, raking leaves/sticks, cleans rest rooms, picks up trash and litter, plants trees, shrubs, grass; aid in aerating greens, tees and fairways
- Operating trucks, tractors, mowers, grass-edgers, saws, clippers and other hand tools used in maintenance work.
- Job duties may be specific to one task i.e. designated fairway mower, rough mower, greens, or tees.
- Shall assist in emergencies.

POSITION REQUIREMENTS AND SPECIFICATIONS:

Education, Experience, & License Requirements:

- High school diploma or education equivalent preferred.
- Possession of a valid driver's license.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Must be able to work and follow procedures without direct supervision.
- Ability to lift 75 pounds, occasionally.
- Ability to walk or stand for prolonged periods of time.
- Able to work outside, possibly in inclement weather.
- Sufficient verbal communications skills required to effectively communicate with public and District staff.
- Ability to use effective reasoning and deductive skills.
- Understanding and ability to use common hand tools and equipment.
- Ability to learn and willingness to adhere to Rock Island County Forest Preserve District standards and codes, practices, policies and procedures.
- Must be willing to irregular hours, early morning, nights, weekends, and holidays and willing to be on call to respond to emergency incidents as needed.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.