

**CITY OF OVERLAND PARK  
POSITION DESCRIPTION**

<b>TITLE:</b>	Golf Course Attendant I	<b>BAND/LEVEL:</b>	Oprs I
<b>DEPARTMENT:</b>	Recreation Services	<b>JOB NO:</b>	7050
<b>DIVISION:</b>	Golf Course	<b>DATE:</b>	3/25/12
<b>REPORTS TO:</b>	Golf Course Superintendent	<b>FLSA STATUS:</b>	NE
<b>FULL-TIME:</b> <input checked="" type="checkbox"/>	<b>PART-TIME:</b> <input type="checkbox"/>	<b>TEMPORARY:</b> <input type="checkbox"/>	<b>COST CENTER:</b> 532/533

**REPLACES:** Golf Course Attendant I

**DATE:** 09/08

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**JOB SUMMARY STATEMENT:**

Under direct supervision, performs a variety of skilled and semi-skilled tasks to maintain the golf course, equipment and facilities such as mowing, chemical and pesticide applications, repair of irrigation system, turf maintenance. Operates equipment during emergency operations, including snow removal.

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**DUTIES AND RESPONSIBILITIES:**

1. Assists in course set up. Cuts hole in green for cup and set up tee; removes trash, place trash containers and benches near play area; fills ball washers with fluid; and visually inspects tees and greens for disease. Fills out daily pump station report.
2. Mows and trims greens, tees, fairways and rough playing areas and surrounding areas. Sharpens blades and units as required.
3. Assists in repair of course irrigation system. Locates problem area; removes and replaces damaged section; checks and repairs wires; and checks for leaks. Backfills areas when repair is complete.
4. Checks and maintains equipment. Checks fluid levels and adds or changes as necessary. Sets cut and height on reel-type mowers and sharpens mowers as needed. Reports malfunctioning equipment to supervisor. Repairs as necessary per equipment manual instructions.
5. Operates equipment such as loader, backhoe, trencher, and chipper in a safe and judicious manner. Checks fluid levels prior to operation.
6. Assists in laying sod. Grades, tills, and levels ground area with appropriate equipment. Rolls sod on prepared surface, adjusts to fit properly, smoothes with roller, waters and fertilizes.
7. Rakes and grooms sand trap areas. Operates sand-pro to smooth the sand. Hand rakes sand at side of trap.
8. Under direct supervision, performs a variety of skilled and semi-skilled tasks to maintain the golf course, equipment and facilities such as mowing, chemical and pesticide applications, repair of irrigation system, turf maintenance.
9. Operates equipment during emergency operations, including snow removal.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

**Title:** Golf Course Attendant I  
**Cost Center:** 532/533  
**Date:** 3/25/12  
**Page** 2

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## GENERAL QUALIFICATIONS

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### **EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:**

High school education or additional equivalent experience.

Possession of a valid Class A or B commercial driver's license with air brake endorsement, or ability to obtain within six months of employment. Employees hired or promoted on or after January 1, 2012, must possess a valid Class A commercial driver's license with air brake and tanker endorsements, or ability to obtain within six months of employment. Must maintain an insurable driving record. Possession of Kansas Commercial Applicator Certification, with 3A and 3B endorsements, or ability to obtain within six months of employment.

### **EXPERIENCE:**

Six months experience in operation of golf course and farm-type equipment and turf maintenance, or an equivalent level of experience.

### **SKILLS:**

1. Basic oral and written communication skills
2. Basic reading skills
3. Math skills and accounting skills
4. Basic computer skills

### **MENTAL REQUIREMENTS:**

1. Mechanical aptitude
2. Ability to read and comprehend technical equipment manuals and chemical and pesticide labels
3. Ability to understand and follow oral and/or written instructions
4. Mechanical aptitude

### **PHYSICAL REQUIREMENTS:**

1. Exposure to extreme environmental conditions
2. Exposure to vehicle noise and fumes
3. Exposure to chemical liquids, powders, and fumes
4. Ability to drive and operate City vehicles and equipment
5. Ability to work early morning hours and extended day hours during the golf season
6. Manual dexterity

**SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS**

### **SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

Part-time and temporary staff

**The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.**

**Title:** Golf Course Attendant I  
**Cost Center:** 532/533  
**Date:** 3/25/12  
**Page** 3

## ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Pushing Spread	Occasional	even / uneven surface
Sitting	Frequent	driving misc. vehicles
Driving	Frequent	motor vehicle / golf cart / misc. vehicles
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
cooler (full)	82 lbs.	floor to chest	variable	occasional	two hand lift
bucket of sand (full)	68 lbs.	0-25 inches	variable	occasional	two hand lift
carbide blade	62 lbs.	0-20 inches	variable	occasional	snow preparation
spinner	100 lbs.	0-24 inches	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-5 inches	variable	occasional	two hand lift
blower	20 lbs.	knee to waist	variable	occasional	two hand lift
tree segments	up to 50 lbs.	ground to waist	variable	occasional	cut during tree removal
cup tool	10 lbs.	floor to waist	variable	frequent	one hand lift
cup kit	8 lbs.	floor to waist	variable	frequent	one hand lift
bag of fertilizer	50	floor to chest	variable	occasional	two hand lift
weed eater	20 lbs.	floor to waist	variable	occasional	two hand lift
pole saw	20 lbs.	floor to chest	variable	occasional	two hand lift
shovels/rakes/tools	<10 lbs.	floor to waist	variable	occasional	two hand utilization
drag mat	70 lbs	floor to waist	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	0-40 feet	variable	occasional	two hand carry
cooler (full)	82 lbs.	0-40 feet	variable	occasional	two hand carry
bucket of sand (full)	68 lbs.	0-40 feet	variable	occasional	two hand carry
carbide blade	62 lbs.	0-10 feet	variable	occasional	snow preparation
spinner	100 lbs.	0-50 feet	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-50 feet	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-10 feet	variable	occasional	two hand carry
blower	20 lbs.	0-100 feet	variable	occasional	two hand carry
tree segments	up to 50 lbs.	0-20 feet	variable	occasional	two hand carry
cup tool	10 lbs.	0-100 feet	variable	frequent	one hand carry
cup kit	8 lbs.	0-100 feet	variable	frequent	one hand carry
bag of fertilizer	50	0-30 feet	variable	occasional	two hand carry
weed eater	20 lbs.	variable	variable	occasional	two hand carry
pole saw	20 lbs.	variable	variable	occasional	two hand carry
shovels/rakes/tools	<10 lbs.	variable	variable	occasional	two hand carry

**Title:** Golf Course Attendant I  
**Cost Center:** 532/533  
**Date:** 3/25/12  
**Page** 4

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand push - vertical
trailer	90 lbs.	occasional	two hand push - vertical
misc. equipment	40 lbs.	occasional	two hand push - horizontal
snow blade	40 lbs.	occasional	snow preparation

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand pull - vertical
trailer	90 lbs.	occasional	two hand pull - vertical
misc. equipment	40 lbs.	occasional	two hand pull - horizontal
snow blade	40 lbs.	occasional	snow preparation

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent