



Job Title: Golf Course Maintenance Part Time Level 1
Department: Parks and Planning
Classification: Part-Time, Non-Exempt
Salary Range: Hourly
IMRF Position: No

POSITION FOCUS

Under the general direction of the Assistant Golf Course Superintendent the Golf Course Maintenance Part Time Level 1 is responsible for the upkeep, maintenance and general landscaping duties of Palatine Hills Golf Course.

SUPERVISORY RELATIONSHIPS

Reports directly to the Assistant Golf Course Superintendent and indirectly to the Golf Course Superintendent.

Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Ability to use shovels, rakes and other small hand and power tools.
2. Ability to operate the following golf course maintenance equipment: Walking greens mower, riding bunker rake, riding fairway mower, riding tee/ approach mower, zero turn radius mower, manual shift transmission.
3. Ability to understand and implement basic golf course maintenance practices.
4. Additional duties as assigned.

SECONDARY RESPONSIBILITIES

1. Be familiar with established District policies and procedures and conduct self in accordance with same.
2. Attend all required trainings and safety meetings.
3. Maintain a neat and orderly work environment.
4. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
5. Exhibit regular and punctual attendance. Notify supervisor a minimum of 48hrs of a shift schedule change.

EDUCATION, EXPERIENCE, AND TRAINING

- High School Diploma or GED; or equivalent.
- Must be a minimum of 18 years of age.
- Valid Driver's License.
- 1+ years of experience in golf course maintenance or landscaping preferred.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements.
- Ability to work harmoniously and maintain effective relationships with supervisors, fellow employees and patrons.
- Ability to work independently under general direction of assigned Manager or Supervisor



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- Ability to understand and communicate basic English.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- Generally Monday to Friday, thirty six (36) hours per week and Saturday or Sunday four (4) hours. Work hours vary within the golf season and weather, early mornings are required.
 - Additional hours may be required to meet deadlines or for District events.
- General work area is an outdoor, smoke-free environment, weather conditions with some extreme heat days in summer and cold days in spring and fall
- Ability to walk sufficient distance equal to a standard walking green mowing route. I.E., 5 greens in 3 hours equivalent to 2.5 miles.
- Must have the visual and hearing acuity to perform job related activities and the ability to spend 100% of work time performing physical labor.
- May potentially walk on all types of surfaces including, but not limited to, uneven ground, inclines, mud, snow, and ice.
- Exposure to moderate to loud noise conditions.
- Limited exposure to garage environment and work-shop conditions.
- Frequent exposure to cleaning materials, dust, vehicles and machinery emissions, pesticides & fertilizer products.
- Frequently moves items weighing between 25-50lbs
- Frequent handling, walking, crouching, and reaching for items and supplies.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

AFFIRMATIVE ACTION/EEO STATEMENT

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

SIGNATURES

This job description has been reviewed approved by:

Supervisor/Manager Name: _____



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Supervisor/Manager Signature: _____ Date: _____

Superintendent/
Director Name: _____

Superintendent/
Director Signature: _____ Date: _____



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EMPLOYEE ACKNOWLEDGEMENT STATEMENT

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

Acknowledgement Signatures

Employee Printed Name: _____

Employee Signature: _____ Date: _____