



Job Title:	Golf Course Mechanic
Department:	Parks & Planning
Classification:	Full-time, Non-Exempt
Salary Range:	6
IMRF Position:	Yes

POSITION FOCUS

Under the general direction of the Golf Course Superintendent, the Golf Course Mechanic is responsible for maintaining and repairing all Golf Course equipment as well as preventative maintenance.

SUPERVISORY RELATIONSHIPS

Reports directly to the Golf Course Superintendent and indirectly to the Director of Parks and Planning. Does not have direct reports.

ESSENTIAL FUNCTIONS

1. Inspect, diagnose and repair mechanical problems for all maintenance equipment and vehicles.
2. Conduct effective preventative maintenance program on all equipment. Recommend updates and changes to the equipment replacement plan.
3. Perform routine functions of maintenance and repairs of equipment.
4. Grinding and mower adjustment knowledge, all Reel mowing equipment used on a given day is to be adjusted before next use. Set heights and sharpen blades on cutting units as needed.
5. Keep detailed service records on all equipment and major repairs.
6. Maintain shop working area in neat, orderly fashion and observe working conditions in compliance with all appropriate safety OSHA requirements.
7. Work with Superintendent, Assistant Superintendent and Golf Maintenance Crew in training and safety of equipment operation.
8. Maintain appropriate, cost controlled inventory on parts and lubricants.
9. Ability to keep current with industry trends and training.
10. Assist with mechanical problems in other departments.
11. Conduct an effective preventative maintenance program in conjunction with operators to reduce mechanical failure and poor performance on all golf course equipment.
12. Make cuts, welds and brazing as needed in repairing equipment and mowing units.
13. Maintain a custodial inventory for Clubhouse and Maintenance facility.
14. Contribute to and/or create budget/expenses for area of work.
15. Perform other duties as assigned including but not limited to equipment operation on course as needed.

SECONDARY RESPONSIBILITIES

1. Assist with Park District special events.
 2. Attend professional workshops to promote knowledge in related areas of responsibility and for continuing education.
 3. Develop and maintain positive relationships with neighboring governmental agencies and their staff.
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4. Be familiar with established District policies and procedures and conduct self in accordance with personnel policies.
5. May be required to respond to emergencies
6. Maintain a neat and orderly work environment.
7. Regular and punctual attendance.

EDUCATION, EXPERIENCE, AND TRAINING

- ASE Certified Mechanic preferred with 1+ year of full-time experience or equivalent.
- Valid Class Illinois "D" driver's license.
- High school graduate, GED or equivalent.
- 1-3 years of golf course experience preferred or equivalent with some experience in landscaping or golf course maintenance, general labor, cleaning and repair.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment physical and drug screen.
- Grinding and mower adjustment knowledge.
- Knowledge of hydraulic systems, electric, gas and diesel engine repair.
- Participant in Distract Safety program and actively enforce safety regulations and requirements.
- Ability to work harmoniously and maintain effective relationships with fellow employees, vendors and patrons.
- Ability to work independently under general direction of supervisor.

HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)

- General Monday to Friday, forty (40) hours per week.
 - Additional hours may be required to meet deadlines or for District events.
- Frequent exposure to natural and potential extreme weather conditions (heat and cold) while inspecting work sites, supervising employees or attending job related activities at locations away from the office.
- Potential exposure/required to handle chemicals, pesticides, gasoline, and loud noises.
- Work with mechanical and electrical hazards.
- May potentially walk on all types of uneven surfaces including, but not limited to, mud, snow, and ice.
- Infrequent exposure to cleaning materials, dust, vehicles and machinery.
- Exposure to garage environment and workshop conditions.



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- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- The ability to identify and observe large and small details in various visual ranges.
- Infrequently moves items weighing up to 50+ lbs. across office for various needs.
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

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: _____

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 recognize 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: _____