



**Tahoe Donner Association
Job Description**

Job Title: Greenskeeper I
Job Code: 270
Department: Golf Course Maintenance
Reports To: Assistant Golf Course Superintendent
Class Code: 9060
FLSA Status: Non-exempt
File Name: Greenskeeper I.doc
Prepared: 04/20/07, updated 4/29/11, 6/20/15, 10/15/15, 3/11/21

SUMMARY

Under the supervision of the Assistant Golf Course Superintendent, the Greenskeeper I, is responsible for assisting in the maintenance of the eighteen-hole championship golf course and safe operation of all related equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Maintain and operate golf course equipment according to policy and procedure.

Mow and trim greens, tees, collar, rough and fairway using appropriate equipment and procedure.

Rake bunkers using appropriate equipment and procedure.

Set-up golf course with appropriate flagging and tee markers.

Set-up driving range and cleans course according to schedule.

Clean golf course maintenance building including rest rooms and break room. Clean golf course rest rooms, empty trash containers, maintain golf ball washers and perform other duties assigned by supervisor.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Less than high school education; or up to one-month related experience or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of valid Class C Driver License with a driving record meeting the minimum standards required by the Association insurance carrier is recommended.

LANGUAGE SKILLS

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences.

MATHEMATICAL SKILLS

Ability to add and subtract two-digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out simple one- or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and use sense of smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds and occasionally lift to waist level, and/or push and pull up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, outside weather conditions, and vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually loud.