



JOB DESCRIPTION

JOB INFORMATION

Title:	Golf Maintenance Technician
Classification:	Operations III/Non-Exempt
Salary Range:	Salary adjustments are determined annually by the Board of Park Commissioners
Benefits:	Standard benefits of the District are provided
Supervisor (s):	Golf Course Superintendent and other assigned managers

JOB SUMMARY

Assist in the maintenance, improvement, repair, and operation of property and facilities owned or managed by the Bismarck Parks and Recreation District (District) including grounds, equipment and vehicles, buildings, parking lots and trails, irrigation, and other assigned areas. Supervise seasonal employees as needed. Prepare and maintain records and reports of work accomplished.

Position will require employee to work during the golf season at Pebble Creek Golf Course (approximately March – October) and will be transferred to an indoor ice arena or other facility during the off-season, (approximately November through February), weather dependent. Work schedule will include days, evenings and nights.

Employee will be responsible for safe operating procedures while on duty.

Employee is directly accountable for own actions or inaction.

Employee is to take direction from assigned supervisor or person responsible for successful completion of task, or other supervisors within the division.

JOB DUTIES AND TASKS

The following statements are intended to describe the general nature and level of work to be performed by the individual within this classification. They are not to be considered an exhaustive or all-inclusive listing of the position's duties and tasks, as they may change or be adjusted, as situations require.

** ESSENTIAL FUNCTIONS*

*** Golf Course and Facility Operations**

Assist in the maintenance, improvement, repair, upkeep and operation of the properties and facilities owned or managed by the District, as assigned. This includes mowing, fertilizing, trimming, winterizing, snow removal, maintenance of turf and buildings, and the operation and repair of irrigation systems and maintenance equipment. Light construction work and skilled assignments are common.

Responsible for golf course grounds operations in the absence of the Golf Course Superintendent.

Responsible for safe operation of all equipment and due care and safety in handling and application of chemicals, safe practices on the job site, safe and efficient operation of tools, and care and upkeep of vehicles, tools and equipment.

Perform a variety of tasks that range from skilled to unskilled work.

Inform supervisors or proper staff person of job problems, broken equipment, building damage, potential safety violations, and inform supervisor that certain tasks were not completed before accepting new assignments.

Responsible to clean facilities, restrooms, make garbage runs and other laboring type assignments.

General tasks will include the maintenance of an indoor ice facility or other area and will include day, evening, and weekend hours.

*** Communication and Record Keeping**

Meet regularly with the Golf Course Superintendent or assigned supervisor and other designated staff to maintain a dialogue relating to work.

Maintain records and reports relating to maintenance, operation and improvements.

Develop and maintain positive working relationships among staff.

*** Other Essential**

Ability to lift and carry objects up to 50 pounds or heavier lifting with other employees.

Efficiently adhere to risk management program including timely submission of incident/accident and safety concern reports, safety training, and inspections.

Comply with all District policies and procedures as outlined in training sessions, manuals, etc.

Represent the District in a positive manner at all times.

Follow all District ordinances, policies and procedures, including, but not limited to, the Human Resource Policy and Procedure Handbook, Accounting Manual and risk management program as well as applicable federal and state laws.

Purchase only through the purchase order/One Card system and only after receiving permission from a supervisor.

Assist in organizing, assigning and scheduling full-time seasonal and part-time employees for the maximum utilization of time and equipment. Participate with and supervise the safe and efficient work performance of full-time seasonal and part-time employees.

Take on-call assignments, work nights, weekends and/or holidays on a rotating or emergency basis.

Other Duties and Tasks

Communicate effectively with co-workers and the public.

Inform the supervisor prior to running out of supplies or scheduling special tools or equipment.

Prepare and submit reports relating to personnel, activities, inspections and incidents/accidents.

Responsible to other division managers during the non-golf season and/or when not needed at one of the golf facilities.

Other duties as assigned.

JOB SPECIFICATIONS

Position requires an Associates or vocational degree or higher in a field related directly to the job description **or** a high school diploma (or equivalent) with a minimum of two years' experience related to the job description. Training and experience to include small engine repair, irrigation systems, buildings and facilities upkeep, horticulture, parks, grounds, natural resources or landscape management, supervising employees, mechanical experience, grounds and facilities maintenance, and/or irrigation systems operation and repair. Also requires a valid driver's license and the ability to lift 50 pounds alone or heavier lifting with other employees.

Preferred qualifications include post-secondary education or experience related to the job description or certifications directly related to the job description such as a Commercial Pesticide Applicators Certification in the category of Ground and Ornamental Turf, First Aid, CPR, and/or a Class B or higher Commercial Driver's License.

Knowledge of operation and repair of irrigation systems, turf management, construction, plumbing, welding, arboriculture, landscape installation, maintenance and golf carts.

Ability to perform manual labor; read, understand and interpret labels on pesticides, reports, manuals and other oral or written instructions. Prepare written reports, and report problems and repairs to proper person.

Successful experience in operating a variety of light equipment and power tools. Experience in performing manual and semi to skilled maintenance, construction work and irrigation/plumbing repairs and maintenance. Experience in or training in performing equipment repair, maintenance of grounds, buildings and facilities.

WORKING CONDITIONS

Work is primarily outdoors and requires working under extreme conditions.

Must perform manual to semi-skilled maintenance and construction work. Ability to lift 50 pounds alone or heavier lifting with other employees.

Requires working with pesticides.

Employee is required to be on time and work 40 hours a week and overtime when required.

Position will require employee to work during the golf season at Pebble Creek Golf Course (approximately March – October) and will be transferred to an indoor ice arena or other facility during the off-season, (approximately November through February), weather dependent. Work schedule will include days, evenings and nights.

Employee is required to take on-call assignments, work nights, weekends and/or holidays on a rotating or emergency basis.

May be assigned to other areas or joint projects with other divisions.

Updated January 2025

Employee Signature

Date

Golf Course Superintendent's Signature

Date

Golf Operations Manager's Signature

Date

Division Director's Signature

Date

Executive Director's Signature

Date