



CITY OF SUGAR HILL, GEORGIA JOB DESCRIPTION

POSITION TITLE: Golf Course Maintenance
DEPARTMENT: Golf Course
REPORTS TO: Golf Course Superintendent

POSITION SUMMARY:

This part-time position will be responsible for performing routine maintenance of grounds such as mowing grass, picking up trash, and basic equipment maintenance. This position requires the incumbent to spend a majority of the workday outside in all elements. Position will require some holidays and weekend scheduling. Be able to operate a variety of machinery and tools associated with projects and work activities, which may include mowers, utility vehicle, weed eater, edger, leaf blower, shovel, rake, various janitorial and hand tools.

DESIRABLE QUALIFICATIONS:

- Valid Driver's license
- High School Diploma or G.E.D.
- Experience in customer service
- Must be able to work a variety of hours
- Must be able to work weekends and holidays
- CPR/First Aid certified *preferred*
- Golf Course Experience *preferred*

Ability to:

- Learn to use golf course equipment
- Work independently and take action on work-related issues
- Take direction and follow established policies and procedures
- Establish and maintain courteous and effective working relationships with those contacted in the course of work
- Work effectively both as part of a group or team as well as independently to achieve common goals
- Evaluate situations, identify problems, and exercise initiative and sound independent judgment within established guidelines
- Interpret and follow oral and written instructions
- Communicate clearly and effectively, both verbally and in writing
- Perform basic arithmetic calculations with accuracy
- Lift and carry 50 lbs. of static weight
- Bend, stoop, reach, carry, crawl, climb and lift as necessary to perform assigned duties
- Effectively handle multiple priorities, organize workload and meet strict deadlines

This job description for the Golf Course Maintenance has been reviewed and approved by:

City Manager

City Clerk/Human Resources Dir.

Golf Course Superintendent

Assistant City Manager

I, _____, have read this job description and understand the duties assigned and the expectations of my performance.

Employee Signature

Date