



Position Description

The Position Description (PD) provides a complete and accurate description of duties and responsibilities assigned to the position(s). The PD is used to classify the position, as a basis for establishing evaluation standards and to determine selection criteria for filling a vacant position. The foregoing PD is not all-inclusive of the duties to which the employee may be assigned. To ensure maximum flexibility and efficiency, employees will be assigned additional duties as are deemed necessary by Santa Ana Golf Club, Inc.

<u>1. Department Name:</u> Maintenance	<u>2. Name (last, first, middle initial):</u> 	
<u>3. Classification Title:</u> Laborer	<u>4. Working Title:</u> Same	
<u>5. Department Budget #:</u>	<u>6. Division Name:</u> None	<u>7. Section/Work Unit Name:</u> None
<u>8. Work Phone:</u>	<u>9. Physical Work Address: Santa Ana or Twin Warriors</u> 288 Prairie Star Road OR 1301 Tuyuna Trail, Santa Ana Pueblo, NM 87004	
<u>10. Name/Title of Supervisor:</u> Superintendent , Asst. Super or Foreman	<u>Supervisor Cell Phone:</u>	<u>Supervisor Work Phone:</u>

11. Position Status:

Regular ___ Seasonal Occasional ___ Emergency ___ Commission ___ Tribal Affairs ___ Contract ___
 Full Time ___ Part Time ___ Exempt ___ Non-Exempt Pay Grade ___ Pay Step ___

12. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Under the direct supervision of the Superintendent, Asst. Superintendent or Maintenance Foreman, the laborer is responsible for performing semi-skilled tasks involved with the care, maintenance and repair of golf courses and surrounding facilities.

13. Minimum Qualifications:

High school graduate or GED certified. Previous experience in golf course maintenance operations preferred, but not required. Must possess valid Class D driver’s license upon date of hire and maintain validity throughout employment at SAGC.

14. Knowledge, Skills, Abilities:

Knowledge of – Lawn care equipment and turf maintenance chemicals. Golf etiquette preferred, but not required.

Skills required - To operate tools and equipment properly and safely; to communicate proficiently with all employees and guests using clear and professional language.

Abilities required – To understand and follow verbal instructions; to operate equipment and tools properly and safely; to operate noisy equipment for extended periods of time; to tolerate weather extremes for extended periods of time; to frequently move, lift, carry, push, pull and place objects up to 50 pounds without assistance, and occasionally up to 100 pounds with assistance; to stand, sit, or walk for an extended period of time or for an entire work shift; to reach overhead with hands and arms and below the knees; to climb, balance, stoop, kneel, crouch and crawl. Vision abilities required for this position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

15. List the duties and responsibilities of the position. Begin with the most important duty and list in decreasing order of importance. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Duties/Functions/Tasks

Performs manual labor for extended periods occasionally under unfavorable climatic conditions.

Safely operates related equipment such as tractors, riding mowers, push or pull mowers, sharp tools, sprayer, weed eaters, edgers, blowers, sand pros and other related equipment.

Properly maintains greens, tees, fairways, roughs, bunkers, hazard areas and general grounds. May trim trees and shrubs, assist in repairs or painting of clubhouse, benches, tables, cart paths and other related areas.

Keeps clubhouse area, driving range and maintenance area in a neat and orderly condition. Performs litter control including lifting barrels and loading onto trucks.

Operates a motor vehicle to assist in carrying out the business of the golf course.

Changes putting green cups, top dresses greens and other turf areas. May place water coolers.

Responsible for seeding, irrigation and other turf maintenance. Digs up irrigation lines from ground level to approximately four feet in depth. Replaces PVC pipe and sprinklers. Loads trucks with sand and dirt.

May assist with turf disease remedies, insects and rodents, and the chemicals and methods used to control. Must be able to comprehend and apply information on chemical labels.

Load and applies fertilizer, using a hopper and hand spreader.

Clean golf course facilities and restrooms.

Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor. Ensure uniform and personal appearance are clean and professional. Read and follow the Employee Policies and Procedures handbook. Notify supervisor of any issues as necessary.

Develop and maintain positive working relationships with all staff, and support SAGC to reach common goals. Essential functions of this position include attendance and punctuality.

Follow rules and instructions of supervisor, manager or director. Perform other related duties as assigned by the Supervisor or Manager. On occasion, will be under direct supervision of the Director of Golf/General Manager. Valid State of New Mexico Class D driver's license required upon date of hire. Must maintain valid driver's license throughout employment with SAGC. Must be able to present a valid Social Security card and supporting documentation for I-9 form.

PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS

(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)

16. The following identifies the physical demands and mental requirements and potential hazards typically encountered by this position. Responses should reflect physical demands or exposure to hazards that can be reasonably anticipated and an expectation of the job.

	NA	NE	O	F
Speaking				X
Hearing				X
Interacting with others				X
Seeing in limited light			X	
Seeing objects at a distance			X	
Seeing objects peripherally			X	
Seeing close work (e.g., typed print)			X	
Distinguishing colors			X	
Reading			X	
Writing			X	
Calculating			X	
Editing		X		
Evaluating		X		
Interpreting			X	
Organizing			X	
Sitting			X	
Walking				X
Running			X	
Bending, Twisting, Kneeling			X	
Pushing/Pulling			X	
Climbing (includes into/out of cramped spaces)			X	
Crawling (includes into/out of cramped spaces)			X	
Swimming (Indoors)	X			
Swimming (Outdoors)	X			
Repetitive motion of hands/fingers			X	
Grasping with hand, gripping				X
Lifting/carrying 10-25 pounds				X
Lifting/carrying 26-50 pounds			X	
Lifting/carrying more than 50 pounds			X	
Driving (regular class D license – list under # 22)				X
Driving (CDL Class A, B, or C – list class and endorsement under # 19)	X			

	NA	NE	O	F
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises				X
Exposure to infection, germs, or contagious diseases	X			
Exposure to blood, body fluid, or materials potentially contaminated by blood or body fluids	X			
Exposure to needles or sharp implements		X		
Exposure to electrical current (not outlets)		X		
Exposure to smoke, excessive heat, and fire (generally protective services)	X			
Exposure to aggressive/angry people (protective services)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			X	
Firing Weapons	X			
Restraining/grappling with people (protective services)	X			
Other: Standing				X
Other:				

17. List machinery, tools, equipment, instruments, vehicles, computer hardware/software, etc., required to perform the essential duties of the position (e.g. car, fire apparatus, calculator, bulldozer, drill, Excel, etc.)

Light-duty vehicles, golf cart, lawn and landscaping equipment including tractors, push or pull mowers, water hoses, airifier, chain saw, edgers, weed trimmer, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools. Use of ear, eye and hand protection plus other safety equipment required of the position.

18. List any license (i.e. driver’s license), registration, permit, certification, physical or other standards etc. required by tribal, state or federal law, or regulation as necessary to perform the duties and responsibilities of the position. Please be specific.

Valid Class D driver’s license required upon date of hire. Must maintain valid driver’s license throughout employment with SAGC.

Valid Social Security Card and one valid document from I-9 List B, **OR** one valid document from I-9 List A.

19. List any laws, rules, regulations, standards, codes, or other regulatory guides regularly used in performing the work. Examples are tribal law, statutes, federal regulations, professional standards, building codes, trade practices, and procedure manuals. Please be specific.

Employee Policies and Procedures, Safety Manual

20. List the types of decisions/actions the employee independently makes on a regular basis. These are decisions/actions that do not require prior supervisory approval.

None

21. SUPERVISORY RESPONSIBILITIES (Must be reflected as an Essential function in Section 16)

 X NO, the position does not directly supervise (go to Section 23)

___ YES, the position directly supervises others on a regular basis. If yes, then list all positions supervised by this position and rate the level of supervisory authority exercised by this position for each supervisory action listed.

Level Definition of Authority

- 1 = Employee effectively recommends and/or takes action.
- 2 = No authority.

	Supervisory Actions								
Position Title(s) Supervised, i.e. Line Cook, Laborer, Controller, etc.	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge
N/A									

22. Employee Certification – I certify that I have read the above statements and agree to perform accordingly to the best of my ability.

Signed _____

Date _____

Print Name _____

23. Supervisor/Manager/Director Certification – I certify that I have read the above statements and that they are accurate and complete to the best of my knowledge.

Signed _____

Date _____