



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.

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|--|---|--|
| <u>Position Title</u> Laborer | <u>Department</u> Maintenance/ Twin Warriors Golf Club or Santa Ana Golf Club | |
| <u>Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo, NM 87004 | <u>Manager/Supervisor:</u> Golf Course Superintendent II/ Sr. Golf Course Superintendent I | <u>Status:</u> Non-Exempt Seasonal |

1. GENERAL POSITION DESCRIPTION:

Under the direct supervision of the Golf Course Superintendent II/Sr. Golf Course Superintendent I, and/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.

2. MINIMUM QUALIFICATIONS:

Must be 16 years of age. 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.

3. KNOWLEDGE/SKILLS REQUIRED:

- Knowledge of lawn care equipment preferred, but not required.
- Golf etiquette preferred, but not required.
- Ability to operate tools and equipment properly and safely.
- Ability to communicate proficiently with all employees and guests using clear and professional language.
- Ability to understand and follow verbal instructions.
- Ability 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.

4. DUTIES AND RESPONSIBILITIES:

- Performs manual labor for extended periods of time, occasionally under unfavorable climate conditions.
- Safely operates equipment, including utility carts or golf carts, push or pull mowers, sharp tools, weed eaters, edgers, blowers, and other applicable equipment.
- Properly maintains greens, tees, fairways, roughs, bunkers, hazard areas and general grounds per instructions
- May trim trees and shrubs, assist in repairs or painting or 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.
- Changes putting green cups, if instructed.
- Responsible for seeding, irrigation, and other turf maintenance. If instructed.
- Dig up irrigation lines from ground level to approximately four feet in depth. Replace PVC pipe and sprinklers as required. Loads trucks with sand and dirt.
- May assist with turf disease remedies, insects and rodents, and the chemicals and methods used to control all of these.
- Load and applies fertilizer, using a hand spreader.
- Clean golf course facilities and restrooms, as required.
- Maintain a clean, safe, work environment and report accidents, injuries and unsafe work conditions immediately to a supervisor.

**PHYSICAL AND MENTAL REQUIREMENTS AND POTENTIAL HAZARDS
(NA-Not applicable, NE-Not essential, O-Occasional, F-Frequent)**

| | 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 | |

| | NA | NE | O | F |
|--|----|----|---|---|
| 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 | | | |
| 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: | | | | |

5. MACHINERY/EQUIPMENT USED:

- Utility carts and golf carts, lawn and landscaping equipment including push or pull mowers, water hoses, , edgers, weed trimmers, electric motors, pumps, sprinklers, irrigation systems, miscellaneous hand and power tools, as instructed.
- Use of ear, eye and hand protection plus other safety equipment required of the position.

6. REGULATIONS/POLICIES TO MAINTAIN:

- Employee Policies and Procedures
- Employee Safety Handbook

This position has no supervisory responsibilities.

Employee Certification

I acknowledge that I have read and understand the Position Description for Maintenance Laborer and I agree to perform the requirements set forth in this document.

Signed _____

Date _____

Print Name: _____

Manager Certification

I acknowledge that I have reviewed the Position Description for Maintenance Laborer with the above employee and acknowledge their signed receipt of the document.

Signed _____

Date _____

Print Name: _____