



## 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.

<b><u>1. Department Name:</u></b> Santa Ana Maintenance	<b><u>2. Position Title:</u></b> Equipment Operator
<b><u>3. Department Budget #:</u></b>	<b><u>4. Physical Work Address:</u></b> 386 Juniper Hills Road, Santa Ana Pueblo, NM 87004
<b><u>5. Name/Title Supervisor:</u></b> Chris Heslin/ Golf Course Superintendent	<b><u>6.</u></b>
	<b><u>7. Supv. Work Phone:</u></b>

**8. Position Status:**

Regular <input checked="" type="checkbox"/>	Full Time <input checked="" type="checkbox"/>
Seasonal _____	Part Time _____
Occasional _____	Exempt _____
Emergency _____	Non-Exempt <input checked="" type="checkbox"/>
Contract _____	

**9. In one short paragraph, summarize the main purpose of the position to include duties and responsibilities and/or services provided. Human Resources will use this text when positing this position for hire.**

Under the supervision of the Superintendent, Asst. Superintendent or Foreman, the Equipment Operator performs work involving the use of large equipment including tractors, loaders, trenchers, backhoes, trucks and other maintenance equipment.

**10. Minimum Qualifications:**

High school graduate or GED certified. Previous experience in golf course maintenance operations preferred. Must possess valid Class D driver's license upon date of hire and maintain validity throughout employment at SAGC. Must be able to lift 75pounds.

**11. Knowledge required** – Knowledge of safe, efficient mechanical operation of tractors and other motorized equipment.

**Skills required** – Mechanical aptitude and use of hand tools; capable of lubricating equipment and making minor adjustments to ensure cutting and operating quality.

**Abilities required** – To follow verbal and written instructions; to learn all parts of the golf course and the various types of grasses in each area.

**12. List the duties and responsibilities of the position.**

- Operate all golf course equipment safely including but not limited to turf vac, skid steer, fairway and rough aerifier and boom sprayer for weeds in fairways and rough.
- Perform manual labor such as raking, lifting, and shoveling with hand tools.
- Operate equipment in a courteous and respectful manner toward all golfers.
- Mows fairways and roughs.
- May operate smaller equipment as directed by supervisor.
- Ensures equipment cooling system is working at all times, refills fuel and oil daily, cleans equipment daily.
- Reports equipment problems or failures to Mechanic immediately.
- Provides preventive maintenance on equipment as directed by the Mechanic, Asst. Superintendent or Superintendent, and for returning equipment to designated location at end of shift.
- Performs related duties as assigned.
- Maintain a clean, safe work environment and report accidents, injuries and unsafe work conditions immediately to supervisor.
- Ensure uniform and personal appearance is 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.

**13. SUPERVISORY RESPONSIBILITIES (Must be reflected in Section 12)**

NO, the position does not directly supervise others

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

Position Title(s) Supervised.	Supervisory Actions								
	Hire	Assign Tasks	Reward	Promote	Transfer	Settle Disputes	Lay Off	Discipline	Discharge

**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	
Standing			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
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
Work in/exposure to inclement weather			X	
Work at heights (e.g., towers, poles)	X			

	NA	NE	O	F
Exposure to dust, chemicals, or fumes, exhaust			X	
Exposure to loud noises			X	
Exposure to needles or sharp implements	X			
Exposure to electrical current (not outlets)	X			
Use of hazardous/dangerous equipment and/or machinery (e.g. chainsaws, explosives)			X	

14. **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.)**

All golf course equipment, tractors, hand tools, skid steer, loaders, trenchers, backhoes, trucks and other maintenance equipment.

15. **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.**

Must possess valid Class D driver's license upon date of hire and maintain validity throughout employment at SAGC.

16. **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.**

SAGC Employee Policy and Procedures, Safety Handbook.

17. **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 \_\_\_\_\_

18. **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 \_\_\_\_\_