



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. Position Title:</u> Mechanic		
<u>3. Department Budget #</u> 25 – SA 85 – TW	<u>4. Physical Work Address:</u> 288 Prairie Star Road, Santa Ana Pueblo NM 87004 1301 Tuyuna Trail, Santa Ana Pueblo NM 87004		
<u>5. Name/Title Supervisor:</u> Golf Course Superintendent	<table style="width: 100%; border: none;"> <tr> <td style="width: 35%; padding: 5px;"><u>6. Supv. Cell Phone:</u></td> <td style="width: 65%; padding: 5px;"><u>7. Supv. Work Phone:</u> SA - 867-6445 TW – 771-1476</td> </tr> </table>	<u>6. Supv. Cell Phone:</u>	<u>7. Supv. Work Phone:</u> SA - 867-6445 TW – 771-1476
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8. Position Status:

Regular _____
 Seasonal _____
 Occasional _____

Full Time _____
 Part Time _____
 Exempt _____
 Non-Exempt _____

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 direct supervision of the Superintendent, the Mechanic is responsible for the maintenance, preventive maintenance, service, repair and overhaul of gasoline and diesel vehicles and equipment. The Mechanic will also provide training to other employees in the proper operation of all vehicles and equipment. Occasionally may assist in the repair of irrigation systems and general building maintenance.

10. Minimum Qualifications:

High school graduate or GED certified. Previous experience in golf turfgrass equipment & fleet maintenance required. Must possess valid Class D driver’s license upon date of hire and maintain validity throughout employment at SAGC.

11. Knowledge required – Knowledge of the safe operation and repair of gasoline and diesel engines, manual transmissions, drive trains, brakes, suspensions and steering in all golf course equipment; knowledge of hydraulic operations/repairs as related to pumps, controls and transmission devices; knowledge of electricity and its components as it is related to vehicles and machinery.

Skills required – To maintain accurate, complete and timely records for repair work performed; to train other employees in the proper operation and maintenance of all golf course equipment; to use a variety of hand and mechanical tools normally associated with the repair of motorized vehicles and equipment with moving parts.

Abilities required – Ability to operate all equipment and vehicles; to achieve the angles and positions required to perform various repairs on vehicles and equipment; to follow occupational hazard and safety precautions; to read and comprehend repair manuals and/or written or verbal instructions for repair work; to independently and repeatedly lift, move, push, pull and carry objects weighing up to 100 pounds with or without assistance; to establish and maintain effective working relationships with other employees and occasionally the general public; to exercise sound independent judgment and initiative; to perform the duties of the position for an entire shift and to perform occasional overtime, weekend and holiday work as required.

12. List the duties and responsibilities of the position.

Detects and determines the cause of mechanical, electrical and hydraulic problems. Performs related repairs as necessary.

Lifts, pulls and hold mechanical parts and tools, both large and small.

Performs preventive maintenance as recommended by manufacturers.

Keeps accurate, complete and timely records of repair work performed.

Operates power tools while maintaining, fabricating and repairing equipment.

Operates heavy and light equipment.

Performs welding, acetylene burning, brazing and soldering as required.

Performs general labor and cleaning related to golf course maintenance equipment.

Trains other employees in proper operation and maintenance of machinery and vehicles.

Keeps work area neat and organized as necessary for efficient job performance.

Orders and picks up supplies.

Expected to furnish sufficient personal tools to accomplish basic maintenance tasks.

Occasionally performs manual labor for extended periods at times in adverse weather conditions.

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.

Must be able to present supporting documents for I-9 form.

Maintain a clean, safe work environment and immediately report accidents, injuries and unsafe work conditions to supervisor. Ensure uniform and personal appearance is clean and professional, and follow SAGC dress and appearance rules. Maintain confidentiality of proprietary information and protect SAGC assets.

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.

Perform other related duties as assigned by supervisors or managers. On occasion, will be under the direct supervision of the Director of Golf/General 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	

	NA	NE	O	F
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			
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.)** Brakes, hammers, wrenches, weed eaters, chain saw, sharpening tools, mowers, transmissions, drive trains, pumps, valves, pipes and sprinkler heads. Golf carts and company vehicles.
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, and Safety Handbook, equipment and vehicle manufacturer manuals.

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 _____