



CITY OF POLSON

POSITION: Laborer/Operator **DEPARTMENT:** Golf Maintenance

ACCOUNTABLE TO: Golf Course Superintendent

SUMMARY OF WORK: Perform routine manual labor involved in golf course maintenance; do semi-skilled grounds construction and maintenance work; operate small hand-powered equipment; and perform work involving small-large equipment such as tractors, loaders and mowers.

TYPE OF POSITION AND HOURS:

- (5) Part-Time (15-30 hours per week) April 8th – October 6th*
- (1) Part-Time (15-30 hours per week) March 28th – August 27th
- (3) Full-Time (35-40 hours per week) April 22th – October 19th*
- (1) Full-Time (40 hours per week) March 28th – August 27th

Days and hours vary dependent on weather and events
Must be available weekend and holidays

Start times as early as 5:00 am

Positions start at \$12/hr. and are Dependent on experience.

\$1/hr Season Completion Bonus (Based on total hours worked)

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Mows greens, tees, and fairways; rakes sand traps with hand and power rakes.
- Aerifies and verticuts greens; rolls greens
- Mows rough with rotary mowers and operates other equipment as directed
- Maintains gasoline, oil and other equipment fluid levels daily; reports equipment problems and failures to equipment manager immediately
- Performs basic preventive maintenance on equipment as directed by the superintendent or equipment manager; cleans and returns equipment to designated location at the maintenance facility
- Occasionally performs tree related maintenance
- Occasionally utilizes loaders to remove dirt, debris and other materials
- Occasionally drives a dump vehicle to haul dirt, debris and other material
- Performs golf course setup procedures
- Reports safety concerns to supervisor
- Performs other duties as directed



JOB REQUIREMENTS:

Knowledge

- Basic knowledge of turf maintenance
- Basic Knowledge of the game of golf and it's rules
- Knowledge of the safe operation of trucks and other motorized equipment

Skills

- Operation of vehicles with manual transmissions

Abilities

- Complete assigned duties in the allotted time with minimal to no supervision
- Follow safety guidelines and practices
- Have the physical stamina to perform required duties
- Observe work hours and demonstrate punctuality
- Follow verbal and written instructions
- Able to lift and carry up to 50 Lbs. without assistance
- Ability to sit on equipment for long periods of time
- Ability to complete tasks in inclement weather conditions

Other Requirements

- Valid State of Montana driver's license
- Reliable means of transportation
- Must work weekends and holidays
- Must meet minimum age requirement to operate all landscaping equipment.
- Must be able to pass drug and alcohol test

EDUCATION AND EXPERIENCE:

- High-school diploma or GED or currently enrolled in high school
- Experience in the operation of landscape equipment and hand tools



JOB PERFORMANCE STANDARDS:

Job performance criteria include, but are not limited to, the following:

- Performs duties as assigned within the allowed time period
- Adheres to safety practices and procedures
- Deals tactfully with the public
- Performs duties with a minimum of direction and supervision
- Effectively and safely operates, cleans, and maintains equipment and tools
- Demonstrates physical stamina to perform duties
- Observes work hours and demonstrates punctuality
- Establishes and maintains effective working relationships with the public, fellow employees, and supervisors.

EQUAL OPPORTUNITY EMPLOYER

The City of Polson is an equal opportunity employer and does not discriminate on the basis of race, religion, color, creed, national origin, sex, marital status, family status, religious beliefs, age or mental/physical disability unless such disability effectively prevents the performance of the essential duties required of the position and which are bona fide occupational qualifications that cannot be accommodated without undue hardship to the City of Polson.

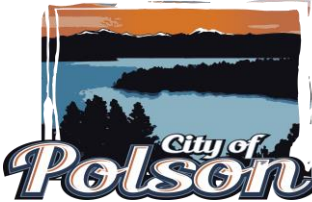
By signing this document, the employee acknowledges the duties and responsibilities contained within as well as received, read and understands the contents of this document.

Printed Name: _____

Signed _____ Date _____

Supervisor Name: Pat Nowlen, Director of Parks and Recreation

Signed _____ Date _____



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