



## Golf Course Mechanic

Golf Course & Parks

Starting Rate: \$13.66/hour **Part-time Position, no benefits**

### JOB SUMMARY

This position is responsible for maintaining golf course equipment.

### MAJOR DUTIES

- Troubleshoots vehicle and equipment operations problems; diagnoses problems and makes repairs.
- Performs preventive maintenance on vehicles and equipment according to standard schedules.
- Transports tools and equipment to perform field repairs.
- Adjusts, repairs or replaces parts and equipment.
- Maintains and repairs small engines.
- Delivers vehicles to dealers for warranty repairs.
- Attends safety meetings and classes.
- Maintains tools and equipment.
- Maintains a safe and tidy shop.
- Responds to after-hours calls as needed.
- Performs related duties.

### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of city and department policies and procedures.
- Knowledge of vehicle and equipment operation and maintenance principles.
- Knowledge of vehicle and equipment diagnosis and repair principles.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the use of a variety of tools and equipment used in the maintenance of vehicles and equipment.
- Skill in troubleshooting and identifying problems and in devising related solutions.
- Skill in oral and written communication.

### SUPERVISORY CONTROLS

The Golf Course & Parks Superintendent assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

### GUIDELINES

Guidelines include department policies and procedures and vehicle operation and maintenance manuals. These guidelines are generally clear and specific, but may require some interpretation in application.

### COMPLEXITY/SCOPE OF WORK

- The work consists of related vehicle and equipment maintenance duties. The variety of equipment to be maintained contributes to the complexity of the position.
- The purpose of this position is to assist in the maintenance of golf course equipment. Success in this position contributes to the efficiency and effectiveness of golf course maintenance operations.

## **CONTACTS**

- Contacts are typically with other city employees, vendors, dealers, and members of the general public.
- Contacts are typically to provide services, to give or exchange information, or to resolve problems.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending or crouching. The employee frequently lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office and a vehicle repair shop. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, and irritating chemicals. Work may be performed outdoors, occasionally in cold or inclement weather. Work requires the use of protective devices such as masks, goggles, gloves, etc.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

**THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER**