

Job Posting

Seasonal Assistant Parks and Golf Course Supervisor City of Orono

Posted: January 22, 2018

Application Deadline: Applications accepted until position is filled

Status: Summer Seasonal (6 months)

Compensation Range: \$15.00 to \$20.00 per hour (DOQ)

Under the work direction of the Parks and Golf Course Supervisor, this position will be responsible to assist with the care and upkeep of the grounds, landscaping, and open spaces of the golf course and parks. Must be a high school graduate or equivalent and possess a valid driver's license with satisfactory driving record. Must be 18 years of age or older and able to frequently lift/move 50 pounds. Please submit application to: Public Works, City of Orono, 2750 Kelly Parkway, Orono, MN 55356 / Phone: (952) 249-4600. Thank you for your interest in the City of Orono.



CITY OF ORONO

Position Title: Seasonal Assistant Parks and Golf Course Supervisor

Document Date: January 22, 2018

Department: Public Works

Accountable to: Parks and Golf Course Supervisor

FLSA Status: Non-exempt

Nature of Work

Under the work direction of the Parks and Golf Course Supervisor, this position will be responsible to assist with the care and upkeep of the grounds, landscaping, and open spaces of the golf course and parks. After receiving work direction, works independently to complete a project in a safe, timely manner.

Supervision Received and Exercised

This position will work directly for the Parks and Golf Course Supervisor. This position manages maintenance employees in the absence of the supervisor.

Examples of Work

Essential functions listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related or a logical assignment to the position.

- Assists the Supervisor with maintaining the equipment and grounds;
- Assists the Supervisor with maintaining drainage, irrigation, and watering systems;
- Records all maintenance on the golf course;
- Performs necessary daily, periodic, and emergency maintenance and repair activities to maintain the City's golf course and parks in safe and operational/useable condition.
- Assists with the implementation of the comprehensive safety program for employees;
- Communicates with the general public in a professional manner;
- Communicates with the Supervisor and Public Works Director to discuss conditions of facilities, maintenance plans, and scheduled events.
- Conducts facility security checks ensuring accurate inventory of equipment and keys.
- Interacts with other golf course professionals to maximize the number of rounds played.
- Manage the maintenance workers when the Supervisor is not present.
- Performs other duties and assumes other responsibilities as assigned.

Required Knowledge, Skills and Abilities

Knowledge:

- Administration and Management — Knowledge of business and management principles involved in planning, resource allocation, human resources, leadership techniques, and coordination of people and resources.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records and other office procedures and terminology.
- Working knowledge of the maintenance of golf course tees, fairways and greens; seeding and maintenance practices for golf course turf; planting, cultivating, pruning, and caring for plants, shrubs and trees; characteristics and proper use of various fertilizers and soil conditioners; herbicides and pest control methods and materials; drainage control methods; and irrigation systems, including wells, pumps and automatic controls.
- Working knowledge of the maintenance of parks including playgrounds, athletic fields, beaches, trails, and other park infrastructure.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective protection of people and property.

Skills:

- Speaking — Talk to others to convey information effectively.
- Service Orientation — Look for ways to help people.
- Critical Thinking — Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Coordination — Adjust actions in relation to others' actions.
- Time Management — Manage one's own time and the time of others.
- Monitoring — Monitor/Assess performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Abilities:

- Written Comprehension — Able to read and understand information and ideas presented in writing.
- Oral Comprehension — Able to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression — Able to communicate information and ideas in speaking so others will understand.
- Written Expression — Able to communicate information and ideas in writing so others will understand.

- Deductive Reasoning — Able to apply general rules to specific problems to produce answers that make sense.

Minimum Requirements

- Must be 18 years of age or older
- High School Diploma or equivalent.
- Valid MN Driver's License.
- Satisfactory results from motor vehicle records check and criminal background investigation.
- 2 years' experience in golf course greens keeping
- Candidate must be willing to work weekends.
- Needs to complete City alcohol training.

Desirable Qualifications

- 4 years of customer service/small business management experience.
- 4 years' experience in a golf course operations.
- Current state certification or licensing as a pesticide applicator.
- Ideal candidates would work 6 months from May 1 – October 31.

Physical Demands and Working Environment

See Physical and Environmental Addendum

ADDENDUM TO JOB DESCRIPTION

Physical Requirements

Physical Activity	Frequency of Activity			
	Not Required	Seldom	Often	Nearly Continuously
Sitting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repetitive hand motion (such as typing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing, listening	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Talking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Walking	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Stooping	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Climbing stairs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing ladders	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kneeling, squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crouching	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balancing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pulling, pushing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shoveling	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 20 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 30 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lifting – up to 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lifting – over 50 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Environment

<input type="checkbox"/>	Office Environment: Employees are protected from weather conditions or contaminants, but not necessarily occasional temperature changes.
<input checked="" type="checkbox"/>	Outdoor Environment: Employees work outdoors and may not be protected from weather conditions.
<input checked="" type="checkbox"/>	Extreme Cold: Temperatures typically below 32 degrees for more than an hour.
<input type="checkbox"/>	Extreme Heat: Temperatures above 100 degrees for more than an hour.
<input checked="" type="checkbox"/>	Noise: There is sufficient noise to cause you to shout in order to be heard above the noise level.
<input checked="" type="checkbox"/>	Vibration: Exposure to oscillating movements of extremities or whole body.
<input checked="" type="checkbox"/>	Hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, or exposure to chemicals in work setting.
<input checked="" type="checkbox"/>	Oils: There is air or skin exposure to oils or other cutting fluids.
<input type="checkbox"/>	Infectious Diseases: Employees are frequently exposed to contagious or infectious diseases.
<input checked="" type="checkbox"/>	Atmospheric Conditions: Conditions that affect the respiratory system, such as fumes, odors, dusts, mists, gases, or poor ventilation.
<input checked="" type="checkbox"/>	Close Quarters: Employees are frequently required to work in crawl spaces, shafts, man holes, sewage and water line pipes, and other areas that could cause claustrophobia.

