



DEPARTMENT: PARKS AND REC

JOB TITLE: MAINTENANCE COORDINATOR (Lakewinds Golf Course)

PAY: GRADE 14

HOURS: DAY TIME (overtime required)

JOB SUMMARY

This position serves in a lead role with the responsibility in maintaining the golf course in a healthy, modern, and competitive condition. The incumbent performs skilled work pertaining to risk management, maintenance, and construction of City golf course sites and facilities, golf course special events, irrigation systems, and other green spaces. Serves as lead maintenance employee in overseeing the day-to-day duties of assigned personnel. Works under the general supervision of the Golf Course Superintendent. Specific Duties Include but are not limited to:

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains all golf course grounds and course maintenance equipment
- Schedules and trains personnel assigned to department
- Maintain all planting, fertilizing and care of turf, plants, shrubs, trees and other facilities on the golf course
- Records all maintenance on course
- Operate, maintain, drainage, irrigation and watering systems
- Maintains course in proper playing condition
- Insures that chemicals are, stored, and disposed of in accordance with local, state and federal regulations. Maintains required records and strives to minimize the use of chemicals and petroleum products
- Assists in operation and maintenance of irrigation and drainage systems
- Oversees the completion or responsibilities assigned to all employees and ensures the quality of all work performed
- Performs routine equipment maintenance and oversees needed repairs of equipment and tools
- Maintains accurate application records and logs for weather work and cultural practices as required
- Detects and determines them cause(s) of mechanical, electrical, and hydraulic problems; correct the cause(s) of the problem related repairs as necessary
- Operate heavy and light equipment
- Perform welding, acetylene burning, brazing, and soldering as required
- Oversees a comprehensive preventive maintenance program for golf course maintenance equipment
- Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment including, diesel-,and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in utility work
- Instructs and/or trains golf course maintenance workers regarding preventive maintenance, and the proper cleaning of and safe operation of equipment
- Prioritizes equipment repair and maintenance work

- Oversees and maintains a comprehensive preventive maintenance program within budget on all equipment, and purchases repair parts and replacement supplies.
- Maintains complete records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventive maintenance for all equipment.
- Spot checks equipment for performance on the course, frequently makes emergency repairs to equipment on the course, and services or supervises routine servicing of equipment prior to use.
- Performs or oversee reel grinding when needed
- Communicates any needs or problems relating to the maintenance or repair of equipment to the Superintendent
- Places safety as a top priority and maintains a safe and clean service area and maintenance building
- Regulates employees' safe use of equipment in absence of superintendent. Drives vehicles and equipment in compliance with City policies and with all local, state and federal regulations

QUALIFICATIONS AND EXPERIENCE

- Be a graduate of an accredited high school or hold a certificate of high school equivalency(GED)
- Two (2) years of experience in the maintenance of a golf course, supplemented by courses in turf management, agronomy, agriculture, or related field
- Ability to plan and train all tasks necessary for the maintenance of the golf course
- Must be able to communicate effectively both in writing and orally with all supervisors and golf course personnel.
- Knowledge of management and maintenance of greens, fairways and roughs
- Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work
- Knowledge of the game of golf, golf rules and methods of play
- Ability to anticipate personnel, equipment, and material requirements related to golf course maintenance and repair assignments
- Ability and knowledge to lay out irrigation patterns, drainage patters, construct tees and/or greens
- Ability to work non-standard hours and overtime is required
- Ability to travel overnight to attend continuing education courses and workshops
- Ability to be physically able to perform the essential functions of the position
- Must possess a valid Alabama driver's license and a driving record suitable for insurability
- License in pesticide usage or must be able to obtain an Alabama license in pesticide usage within 90 days of hire.

POSTING DATES: 10/2/2018 – 10/7/2018

City Employees interested in this position should contact Kathy Railey at 256-329-6782. Seniority alone will not be the determining factor. Probationary Employees are not eligible to apply. Applicants must meet all requirements.

The City of Alexander City is an Equal Opportunity Employer

