



UNION COUNTY BOARD OF COMMISSIONERS

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NOTICE OF JOB OPENING

Recruitment is open to all who meet the qualifications below and will be used to fill this vacancy and others that may occur in the next six months to one year.

POSITION: Grounds Maintenance
Buffalo Peak Golf Course

OPENING DATE: August 4, 2017

CLOSING DATE: Open Until Filled

FTE: Part-time (Currently 8 to 10 hours per week)

SALARY: \$10.00/hour

Assist with ground's maintenance and course preparation at Buffalo Peak Golf Course utilizing light and moderate equipment including fairway, rough, rotary, greens, tees, and trim mowing equipment. Must have a willingness to understand and learn all aspects of golf course maintenance. Must possess a good understanding of, and skill in using, necessary equipment. Must have a caring attitude toward the quality and efficiency of the task being performed. Must work well with other staff and customers. Must be able to work a flexible schedule including weekends.

See Job Description for Additional Duties and Responsibilities.

APPLY: Union County Administrative Office
1106 K Avenue
La Grande, OR 97850
Or
Buffalo Peak Golf Course
1224 E. Fulton Street
Union, OR 97850

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

UNION COUNTY
Job Description

JOB TITLE: GROUNDS MAINTENANCE WORKER

DEPARTMENT: Buffalo Peak

APPROVED BY: GROUNDS SUPERINTENDENT

DATE: August 4, 2017

PURPOSE OF POSITION:

- Operate light and moderate equipment
- Assist with ground's maintenance and course preparation at Buffalo Peak Golf Course.

ESSENTIAL JOB FUNCTIONS:

- Operate fairway, rough, rotary, greens, tees, and trim mowing equipment.
- Perform daily inspection of equipment being operated, checking for hydraulic leaks, adjustments, and possible problems.
- Perform minor maintenance and service on equipment being used to insure its proper care and performance, such as blowing out radiators, checking belts, fluid levels, tire inflation, etc.
- Report any malfunctions and suspected problems to the equipment manager or supervisor.
- Clean, service and fuel equipment when through with a task or at end of a work shift.

AUXILIARY JOB FUNCTIONS:

- Operate tractors and various attachments, such as loader and pull behind equipment.
- Help with golf course preparation as needed.
- Perform other tasks as assigned.

JOB QUALIFICATION REQUIREMENTS:

Mandatory:

- Posses a good understanding of, skill in using, and respectful attitude toward the equipment being used.
- Posses a good understanding and caring attitude toward the quality and efficiency of the task being performed.
- Have a good and respectful understanding of the etiquette of employees as it relates to the game of golf and its players.
- Be willing to put in extra time and effort when the situation occurs.
- Ability to work flexible schedule including weekends.
- Exhibit a friendly, cheerful, and helpful attitude toward customers.

Desirable:

- Be a good model to other employees.
- Be a self-starter and require little direction on daily maintenance routine.
- Observe the over all conditions of the golf course and communicate problems to the supervisor.
- Have a mechanical knowledge that can differentiate mechanical malfunctions.
- Have the ability to understand the overall objective and purpose of the tasks being performed on the golf course as they relate to the customers and management.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, communicate, and reach and manipulate objects, tools, and controls. The position requires mobility, dexterity, and many duties are physically demanding; some require moving materials weighing up to 75 pounds. Duties require regular operation of light, and medium, equipment under all types of conditions.

WORKING CONDITIONS:

The work will be done at Buffalo Peak Golf Course in Union, Oregon. Duties take place outside of buildings with exposure to all types of weather conditions and hazards such as flying golf balls and insects. Workers are expected to exercise good judgment with regard to working safely. Normal workdays commence at 6:00 am during the summer, with later start times earlier and later in the year as day length changes.

SUPERVISORY RESPONSIBILITIES:

None.

SUPERVISION RECEIVED:

Position will be directly responsible to the Buffalo Peak Grounds Superintendent.

SUMMARY STATEMENT

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB. UNION COUNTY RESERVES THE RIGHT TO REVISE THE DOCUMENT AS THE NEED ARISES.