

CITY OF HELENA



Position Title: Golf Course Mechanic

Department: Parks and Recreation

Position #: 12001

Grade: 130

EEO Category: (08) Service Maintenance

FLSA: Non-exempt

EEO Function: (06) Natural Resources

Work Comp Code: 9410

DEFINITION

Under direction, makes major and minor mechanical repairs on a variety of gasoline and diesel powered equipment; keeps all equipment in efficient operable condition at all times; performs building maintenance associated with minor carpentry, plumbing, and electrical needs; organizes and maintains a clean service area and maintenance building; and performs related tasks as required.

SUPERVISION RECEIVED

Supervised by the Golf Course Superintendent and Golf Course Supervisor.

SUPERVISION EXERCISED

Supervises seasonal staff in the absence of the Superintendent and Supervisor.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Inspect, adjust, diagnose, and repair mechanical defects in many types of golf course maintenance equipment.

Perform routine maintenance service on equipment.

Grind/sharpen mower cutting units and blades.

Perform general overhaul of equipment as assigned: such as motors, pumps and drive trains.

Maintain records of all maintenance, repairs, parts, and labor time.

Maintain and manage an inventory of equipment parts.

Maintain the shop in a clean and orderly condition.

Maintain and repair the golf car rental fleet.

OTHER JOB RELATED DUTIES

Performs, as needed, daily golf course duties and other duties as assigned.

Assist in the maintenance and troubleshooting of the irrigation pump stations.

Perform minor maintenance and repair to buildings including plumbing, electrical, and carpentry.

SAFETY RELATED DUTIES:

Be aware of safety issues associated with working on a golf course.

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Theory, care, and operation of internal combustion engines.

Theory, care, and operation of hydraulic systems and high pressure pumps and valves.

Theory, care, and operation of equipment wiring and electronics.

Light and heavy golf course maintenance equipment.

Golf car fleet maintenance and management.

Grinding, sharpening, and setup/adjustment of mower cutting units.

Basic electrical wiring and electronics.

Basic carpentry and plumbing techniques.

Basic knowledge of irrigation motors, pumps and irrigation system.

Skill to:

Use a wide variety of equipment repair, tools, and in making various types of mechanical repairs.

Operate a wide variety of equipment and tools used in daily maintenance duties.

Ability to:

Operate any and all golf course maintenance equipment.

Perform basis welding, plumbing, and carpentry skills.

Diagnose equipment troubles and schedule appropriate repair.

Work with limited supervision.

Perform duties in a safe and effective manner.

Physical Demands

The nature of mechanics' work involves standing, sitting, bending, crawling, stooping, and climbing, seeing, hearing, in order to affect repairs. Must be able to lift a minimum of 50 pounds.

Work Environment

Generally works in, or near the shop. Works indoor or outdoor and in varying weather conditions.

Environment is common to most mechanic shop conditions with: noise, grease, cleaners, dirt, etc. Use appropriate safety gear and devices.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Golf course equipment maintenance preferred. A combination of three years training and/or experience in automotive and/or equipment maintenance such as hydraulics, engine repair, etc.

Training:

Accredited vocational equipment and mechanic school.

License or Certificate:

Golf cart fleet management certificate desired.

Must possess or be able to obtain a MT State Drivers License and have an acceptable driving record.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or **NO** (circle one)

Employee's Signature: _____

Date: _____

Effective Date: March, 1995

Updated: December, 2009