



200 W 2nd Street, Freeport, TX 77541 ** 979-233-3526 ** FAX 979-233-3205 ** www.freeport.tx.us

POSITION TITLE: Golf Course Mechanic
DEPARTMENT: Golf Course
RATE CLASS: Non-Exempt
REPORTS TO: Golf Course Director
SHIFT: 8AM-5PM, M-F (May be changed at the discretion of the City of Freeport)

EDUCATION: High School Diploma or GED. Some College Preferred. Must have a valid Class "C" Texas driver's license. Two (2) years experience as a golf course mechanic

JOB SUMMARY:

Under the general supervision of the Golf Director and the Golf course crew leader, performs skilled work pertaining to care and maintenance of golf course equipment as well as golf carts

SPECIAL SKILLS: Proficient use of office equipment and PCs. Excellent interpersonal communication skills as well as highly skilled writing and phone etiquette abilities are required. Must have a demonstrated ability to work well with the public and be able to maintain confidentiality. Knowledge of laws and proper court room etiquette and of warrant and court processing laws.

DUTIES & RESPONSIBILITIES:

- Establish and implement preventive maintenance programs for all equipment in the golf course maintenance operation
- Maintain the mechanics work area and company tools in a clean, well organized, safe and secure manner
- Be responsible for the repair and maintenance of all golf equipment
- Advice on capital equipment addition or replacement needs
- Performs other duties in golf course maintenance and provides supervision as needed by the crew leader

WORKING CONDITIONS: The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently exposed to the outdoors, in dry, hot, cold, wet, and/or humid conditions. The noise level in the work environment is moderately loud.

OTHER DUTIES:

This job description is intended to describe the general nature of work performed by the Golf Course Mechanic and is not intended to be all-inclusive. All employees are expected to perform tasks as assigned by their supervisor; furthermore, working hours may be extended in times of necessity.

PHYSICAL/MENTAL REQUIREMENTS:

Physical: While performing the duties of this job, the employee is regularly required to talk and hear. The employee is frequently required to stand, walk, sit, use hands to type, write, handle, drive, or feel: reach with hands and arms; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Mental: Must maintain the ability to work well with others as well as the general public in a variety of situations. Must Be able to multi-task, work under time constraints, problem solve, and prioritize. Must also be able to maintain confidentiality and resolve conflicts. This position requires the ability to make independent and sound judgments.

All municipal employees will be expected to show and maintain a high level of initiative, enthusiasm, and motivation towards the improvement of ALL aspects of the Freeport community. Employees will also be expected to be available for work, to report to work in a dependable and timely fashion, and to be physically and mentally fit to do their assigned work.

Employee Signature

Date