



**City of Freeport
JOB DESCRIPTION**

POSITION TITLE: MECHANIC – GOLF COURSE

DEPARTMENT: Golf Course FLSA Status: Non-Exempt Approved by HR: 10-08-2020
Standard Work Hours: Monday – Friday, 6:00 am – 3:00 pm. Non-standard hours may be required.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by employees in this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description. Employees may at any time be required to work in order to provide for the safety and well-being of the general public, including the delivery and restoration of vital services, in the event of an emergency.

GENERAL JOB SUMMARY: Under the general supervision of the Golf Course Director and Crew Leaders the Mechanic performs skilled mechanical work related to the care and maintenance of golf course equipment and vehicles.

ESSENTIAL FUNCTIONS: *Essential functions may include any of the following representative duties, knowledge, and skills. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential functions may include, but are not limited to, the following:*

ESSENTIAL DUTIES	% of TIME
1. Establish and execute preventative maintenance programs for all equipment in the golf course operation.	20
2. Maintain the mechanic work area and company tools in a safe, secure, clean, and organized manner.	10
3. Ensure that golf equipment is in working condition and safe to utilize on a daily basis.	25
4. Maintain accurate receipts and advise the Director on expenses, capital equipment purchases, and replacement needs.	5
5. Perform other maintenance duties as assigned on the golf course, including operating light machinery.	10
6. Report problems and emergency situations, recognizes, avoids, and reports unsafe acts to immediate supervisor	5
7. Respond to emergency maintenance requests during normal hours and after hours, and be available for emergency call out.	5
8. Manage City and Golf Course resources efficiently, including tools, equipment, and time.	5
9. Represent the City in a professional manner with the public, vendors, agencies. Handles difficult complaints and inquiries.	5
10. Works closely with other members of the Golf Course and other City teams to provide a coordinated and supportive approach to service delivery.	5
11. Performs other duties as assigned.	5



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ESSENTIAL KNOWLEDGE AND SKILLS

Knowledge:

- Requires proficiency with tools, equipment, motors and engines, mowers, golf carts, and vehicles.
- Knowledge of principles, practices, methods and materials for municipal maintenance projects and activities
- Knowledge of principles, practices and techniques related to golf course equipment maintenance
- Knowledge of safety practices pertaining to the lines of work
- Applicable state and federal laws and regulations

Skills In / Ability To:

- Complete maintenance work orders safely, efficiently, and effectively
- Follow directions of Supervisor
- Follow safe work practices
- Analyze and solve problems, evaluate alternatives and make creative recommendations; read and interpret plans and specifications and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work; represent the City professionally.
- Maintain accurate records and prepare clear and concise reports and correspondence as needed.

MINIMUM QUALIFICATIONS: **Education, Licenses/Certifications, & Experience**

Any combination of education, training, and experience, which provide the requisite knowledge, skills and abilities needed for this position, may be substituted or evaluated at the discretion of the City.

REQUIRED:

- **Education:** High school diploma or GED
- **Licenses / Certifications:** Requires Texas Driver's License (Class B or higher), and Safe Driving Record, and ability to be insured.
- **Experience:** minimum of (2) years of mechanic experience in Golf Course, Parks/Grounds, or other maintenance operations.

PREFERRED:

- Mechanical certifications helpful, but not required.
- Safety training certifications preferred.

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions: Conditions include working outdoors and/or in a garage environment frequently. Working in inclement weather may be necessary. Working hours may fluctuate to meet the needs of the golf course patrons and to accommodate golf course events. All City employees may be required to report for duty during emergencies to ensure continuity of City services as needed.



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Physical: While performing the duties of this job, the employee is regularly required to communicate with patrons and co-workers, including hearing and speaking. The employee is frequently required to stand, walk, sit, squat, bend, use hand and finger dexterity, and use physical strength to lift, reach, push, pull, and apply pressure. Work requires the ability to climb, balance, stoop, kneel, crouch, and/or crawl. Employee may be required to lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental: While performing the duties of this job, the employee must maintain professional, respectful communications with patrons, the general public, co-workers, and supervisors. Must be able to multi-task, prioritize, problem-solve, and work under time-constraints. Must be able to maintain confidentiality and resolve conflicts. This position may require independent judgement and sound decision-making related to maintenance needed in the absence of supervisory direction.

All City employees are expected to demonstrate excellent work ethic and a high level of initiative, enthusiasm, and motivation to foster a positive working environment and continuous improvement in all aspects of job performance. All City employees are expected to be available for work as scheduled, report to work in a dependable and timely manner, and be physically and mentally fit to do their assigned work.

Employee acknowledges position requirements and asserts ability to perform duties of position.

Employee Signature: _____ **Date:** _____