



Job Title: Groundskeeper 2nd Class
Department: Golf Course and Grounds Maintenance
Location: Turtle Bay Golf Course
Reports To: Working Foreperson
FLSA Status: Non-exempt
Updated By: Jen Grella-Newhouse and Faith Hogan
Updated Date: September 5, 2024
Approved By:
Approved Date:

SUMMARY

Under the direction of the Foreperson, works on a wide range of duties/tasks to assist in maintaining the golf course and surrounding areas, including hotel specific and common areas, as required. Operates and maintains specified equipment for use on the golf course surrounding areas and does related tasks as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Rakes sand traps with powered sand trap rake and manually.
- Operates aggregate and sand screeners.
- Rolls greens using Tru-Turf roller.
- Edges cart paths using utility vehicle-mounted edger (i.e., Kutting Edge or Edge-Pro 300).
- Brushes turf with tow automated tow-behind brush and drag mats.
- Operates other specialty equipment such as sod cutter, tiller, stump grinder, trencher, and aerator. Maintains, lubricates, and makes minor adjustments and repairs to equipment.
- Sets up course to include cutting holes, moving tee markers, blowing cart paths and grass clippings on course with backpack and tow-behind blowers, and setting directional and marking stakes and signage.
- Weeds turf and ornamental areas.
- Edges bunkers, cart paths, sprinklers, signage, and yardage markers.
- Repairs light turf damage with hand tine and divot puncher, as well as hand top dressing as needed.
- Uses walk spreader for sand and salt applications as needed.
- Uses pump sprayer (hand and backpack) to apply chemicals, under guidance of Chemical Operator (a Chemical Spraying premium is paid for this assignment).
- Mows turf using rotary push mowers and walk-behind reel mowers.
- Cuts hedges and trims trees from ground level.
- Installs replacement plants and sod for ground that has been disturbed.
- Works in nursery to maintain specimens, including propagation by seeds and cuttings, changing plant pots, pruning, and weeding.
- Cleans up common and auxiliary areas, including trails, beaches, and wastewater treatment plant.
- Picks up trash, leaves, branches, and other debris as needed.
- Empties rubbish and recycling cans throughout the golf course and resort grounds.
- Assists in other golf course and landscaping tasks as required.
- Adheres to all safety protocols and policies.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and responsibilities.



- Knowledge of gasoline, diesel, electric, and hybrid equipment operation and maintenance.
- Basic knowledge of golf course and landscape turf and maintenance.
- Ability to learn to operate the following equipment: flail mower, powered sand trap rake, walk-behind rotary mower, chain saw, hand saw, hedge trimmer, string trimmer, blower, rake, shovel, pick, hand pruner and lopper, as well as other tools and equipment normally used for golf course and landscape maintenance.

EDUCATION and/or EXPERIENCE

High School or equivalent (GED), and three years related experience and/or training: or equivalent combination of education and experience. Prefer experience specific to golf course and/or landscape maintenance.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operation and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to communicate effectively with all levels of the organization and vendors.

MATHEMATICAL SKILLS.

Ability to add, subtract, multiply, and divide and perform these operations in all units of standard and metric weight measurement, volume, and distance.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Prefer an active and valid US driver's license.

PHYSICAL DEMANDS

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 and responsibilities.

While performing the duties of this job, the employee is required to:

- Use hands to finger, handle, or feel.
- Reach with hands and arms.
- Sit and/or stand for extended periods of time.
- Walk, climb or balance, stoop, kneel, crouch and crawl.
- Dig, rake, or scrape.
- Talk, hear, taste and smell.
- The employee must be able to lift and/or move up to 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work 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 regularly exposed to moving mechanical parts. The employee is frequently exposed to wet and/or humid conditions, extreme heat and sun, and other outside weather conditions, as well as working in the darkness at certain times of the day/year. There is a risk of electrical shock and vibration, exposure to fumes



or airborne particles, and toxic or caustic chemicals. The noise level in the work environment is usually loud.