



OLD TRAIL

Job Title: Groundskeeper
Department: GCM

Status: Seasonal or Regular, F/T or P/T
Reports to: Superintendent

POSITION SUMMARY:

A groundskeeper will perform grounds maintenance work and construction in a timely and efficient manner for all areas within Old Trail Village that are assigned. Use experience, flexibility, high energy, and positivity to effectively work as a team member to meet and exceed goals and customer expectations. Will use effective listening and verbal skills to understand different job duties and possess the ability to trouble shoot and problem solve minor issues. Be able to maintain a safe and positive atmosphere that welcomes and respects all individuals that utilize our beautiful golf course.

ESSENTIAL FUNCTIONS:

- Edge, rake, and maintain sand bunkers; edge cart paths; hand rake leaves and other debris; mow and weed eat (using job/task specific equipment) around trees, bunkers, cart path curbs, greens, tees, and green approaches; pick up grass piles; pull weeds; plant trees, bushes, and other plants; water golf course and residential turf; perform irrigation and drainage repairs; lay sod; service the golf course (change green flags, putting cups, move rope & barricades, and move tee markers); blow cart paths with backpack or riding blowers; move directional barricades, ropes and stakes; help in project work.
- Equipment Responsibilities: operate large mowers, tractors and other light equipment in a safe and efficient manner, check fluid levels before operating any machine, report any abnormalities discovered while operating machinery to a supervisor, and return all used equipment to the designated maintenance facility location clean and refilled.
- Apply divot mix to driving range tee and other tees on the golf course.
- Clean restrooms, shop area, and break room as assigned.
- Perform all job duties and operate all grounds equipment in a safe and efficient manner.
- Know and review all emergency procedures and respond to emergency situations in accordance with policies and procedures; complete related reports as required.
- Maintain accurate records as required by the superintendent and state department code.
- Attend all staff meetings and in-service trainings.
- Perform other duties as assigned or any reasonable job requests.

QUALIFICATIONS:

- Work Experience(s): Grounds work and/or landscaping (preferred but not required)
- Must be able to drive mowers and turf vehicles.



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- Working knowledge of and ability to use hand and power tools and equipment.
- Ability to develop and maintain awareness, follow safety practices, and recognize occupational hazards.
- Must be self-motivated and customer service oriented.
- Ability to bend, twist, stand, stoop, kneel, crouch, crawl, walk, and lift overhead and push/pull 50lbs to perform normal job functions.
- Ability to speak, read, and comprehend instructions, short correspondence, and policy documents, as well as converse comfortably with coworkers or customers in a positive, professional manner.
- Possess a valid driver's license.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by the 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.
- Ability to handle exposure to outside weather conditions such as wet/humid and extreme cold/heat on a daily basis.
- Must be able to bend, twist, stand, stoop, kneel, crouch, crawl, walk, and lift overhead and push/pull 50lbs to perform normal job.
- Remain alert with no lapses of consciousness.

OFFICE USE ONLY:

Date Received: _____ Received By: _____ Date Granted: _____