



## **JOB DESCRIPTION**

**TITLE:** Grounds Maintenance

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Golf Superintendent and Department Assistant Managers

**DEPARTMENT:** Grounds Maintenance

**JOB SUMMARY:** Maintain golf course and landscaping around the course, clubhouse and other club facilities, including but not limited to club parking lots; in accordance with safe operating standards policies and procedures established by Vestavia Country Club. Manual labor responsible for cutting grass on tee boxes, fairways, roughs, fringes, and greens.

### ***SUMMARY OF ESSENTIAL FUNCTIONS:***

1. Trims trees; removes cuttings.
2. Maintains landscape beds around clubhouse and club grounds.
3. Rakes and blows leaves.
4. Prepares and lays sod.
5. Rakes bunkers.
6. Loads and unloads materials.
7. Repairs and maintains driving range tees.
8. Cleans equipment used in practice area.
9. Operates walk-behind equipment.
10. Airifies and spikes greens.
11. Helps with drainage projects.
12. Empties garbage cans.
13. Attends staff and safety meetings.
14. Assist with unloading of work trucks and delivery trucks.
15. Assist with site set up of plant materials.
16. Maintain job site area clean and organized and safe.
17. Use all tools according to club safety policy.
18. Comply with club safety policy at all times.
19. Performs other duties as assigned.
20. Regular and prompt attendance.

**TITLE:** Grounds Maintenance

**FLSA STATUS:** Non-Exempt

**REPORTS TO:** Golf Superintendent and Department Assistant Managers

**DEPARTMENT:** Golf Maintenance

**QUALIFICATIONS, SKILLS AND ABILITIES:** 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, skill, and/or ability required.

- Must be willing to work a flexible schedule to include overtime and holiday's if necessary.
- Knowledge preferred but not required of operating outdoor grounds maintenance equipment
- Must be able to read chemical labels
- Perform quality work within deadlines
- Interact professionally with other employees, members and guests

**ESSENTIAL PHYSICAL FUNCTIONS:**

- Have full range of mobility in upper and lower body.
- Must be able to lift up to 40 lbs. without restrictions
- Must be able to push and pull up to 40 lbs.
- Must be able to stand for long periods of time without breaks
- Requires long periods of time standing, walking, frequent bending, crouching, kneeling and reaching.
- Will be exposed to outside weather conditions including high temperatures
- Will be exposed to moving mechanical parts and equipment
- The noise level in the work environment is high.

**Note:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date