

**JOB TITLE**

Groundskeeper (Part Time)

DEPARTMENT

Golf Department, Baldwin County

JOB SUMMARY

Maintaining the grounds at the golf course.

MAJOR DUTIES:

- Mows greens, fairways, and tees using tractor mowers.
- Maintains putting greens and collars; sets pins.
- Aerates, sprays, and applies fertilizer to fields, greens, fairways, and tees.
- Assists mechanic in performing routine maintenance on equipment.
- Assists in repairing irrigation leaks and replacing hydraulic tubing.
- Maintains rough and areas surrounding the golf course.
- Maintains sand traps by filling traps with sand, pumping water out of traps, and spinning and raking the traps.
- Removes trees, trims shrubs, and weeds flower beds.
- Assists in over seeding greens and tees.
- Operates dump truck to haul sand.
- Works weekends on a rotation basis.
- Assists Golf Shop staff with cleaning and refueling golf carts.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of county and departmental policies and procedures.
- Knowledge of golf course maintenance techniques.
- Knowledge of the regulations regarding the use of fertilizers.
- Skill in operating mowers, tractors, backhoe, trucks, weed eaters, chain saws, and hand tools.

SUPERVISORY CONTROLS: The Golf Course Superintendent or Assistant Golf Course Superintendent assigns work in terms of somewhat general instructions. Completed work is reviewed for accuracy, compliance with procedures, and the nature and propriety of the final results.

GUIDELINES: Guidelines include county and departmental policies and procedures, safety guidelines, fertilizer regulations, and instructions from the supervisor. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY: The work consists of duties related to maintaining the grounds of the golf course; which includes during participant usage and inclement weather conditions. Successful performance helps ensure a well-maintained golf course.

CONTACTS: Contacts are typically with co-workers and persons utilizing the golf course.

PHYSICAL DEMANDS: The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee must frequently lift light and heavy objects, use tools and equipment requiring a high degree of dexterity, and distinguish between shades of color. Work is performed outside, where the employee is exposed to noise, dirt, machinery with moving parts, irritating chemicals, and inclement weather. Employees are required the use of protective devices such as masks, goggles, and gloves.

MINIMUM QUALIFICATIONS:

- Ability to read, write, and perform basic mathematical calculations.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

Qualified persons may apply at
BALDWIN COUNTY BOARD OF COMMISSIONERS OFFICE
1601 North Columbia St, Suite 230
Milledgeville, GA 31061

Applications may be downloaded from our website, WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION and e-mailed to tdixon@baldwincountyga.com.

BALDWIN COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE, GENDER IDENTITY, OR DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICES.

APPLICATIONS WILL BE ACCEPTED UNTIL JOB FILLED
BALDWIN COUNTY, GA. EQUAL OPPORTUNITY EMPLOYER