



**JOB TITLE**

Groundskeeper

**DEPARTMENT**

Baldwin County Golf Course

**JOB SUMMARY**

This position is responsible for maintaining the golf course grounds.

**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/SCOPE OF WORK**

- The work consists of related duties in maintaining the grounds of the golf course. The need to perform duties during participant usage and inclement weather conditions contribute to the complexity of the work.
- The purpose of this position is to maintain the grounds of the golf course. Successful performance helps ensure a well-maintained golf course.

## **CONTACTS**

- Contacts are typically with co-workers and persons utilizing the golf course.
- Contacts are typically to give or exchange information and provide services.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 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.
- The work is performed outside, where the employee is exposed to noise, dirt, machinery with moving parts, irritating chemicals, and inclement weather. The work requires the use of protective devices such as masks, goggles, and gloves.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

None.

## **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.

## **AN EQUAL OPPORTUNITY EMPLOYER**

The Baldwin County is committed to having a workforce that reflects diversity at all levels and is an equal opportunity employer. Therefore, qualified applicants are considered for employment, and employees are treated during employment without regard to race, color, religion, national origin, citizenship, age, sex, sexual orientation, gender identity, marital status, ancestry, physical or mental disability, veteran status, political affiliation or any other characteristic protected under applicable law.

How to Apply:

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](http://WWW.BALDWINCOUNTYGA.COM/HR/PAGE/JOB-APPLICATION) and e-mailed to [tdixon@baldwincountyga.com](mailto: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