

**CITY OF GONZALES
POSITION DESCRIPTION**

TITLE: Grounds Keeper
DEPARTMENT: Golf Course

JOB CODE: Part-time
FLSA STATUS: Non Exempt

Summary: Under general direction of the Golf Course Superintendent and as established by City Council, responsible for maintaining and providing grounds maintenance services at Independence Golf Course and RV sites. This may include mowing, weed eating, trimming trees, picking up trash and debris, throughout the Golf Course and RV Sites.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Mows, weed eats, waters, fertilizes, trims trees, picks up trash and debris
- Operates equipment such as a greens mower, fairway mower, chain-saw, weed eater, pole-saw, back pack blower, and edger.
- Performs routine inspections to ensure equipment is in proper working condition.
- Services and make minor repairs on equipment.
- Loads, transports, and unloads necessary materials for assigned projects.
- Performs routine maintenance and repairs on irrigations systems.
- Reports any problems or concerns to Supervisor.
- Able to work weekends and special events.
- Any other duty as assigned.

Required Education, Experience, and Certifications:

- High School Diploma/GED.
- One-Two years of experience in golf course maintenance.
- State of Texas Class C Driver's License.

Required Knowledge and Skills:

- Must have basic knowledge of golf course equipment and grounds maintenance practices.
- Must be able to understand and follow written and oral instructions.
- Must be able to work effectively and cooperatively with co-workers, and Supervisor.
- Must observe all safety rules and procedures, and report unsafe working conditions to Supervisor.

Environmental Factors and Conditions/Physical Requirements:

- Ability to work in hot, cold and/or wet weather conditions.
- Perform rigorous activity as required in performing manual labor.
- May be subject to standing, sitting, walking, bending, reaching, kneeling and lifting (up to 50 lbs).

Equipment and Tools Utilized:

- Equipment utilized may include City vehicle, mower, weed eater, pole-saw, back pack blower, chain-saw, edger, sprayer, shovel, rake, broom, drill, and other maintenance related tools and equipment.

Must be able to pass criminal history background check, pre-employment drug screen and pre-employment physical.

Applications for employment may be found at www.cityofgonzales.org or at the City of Gonzales-City Hall 820. St Joseph. Please submit applications- Attn: Kristina Vega at 820 St Joseph or PO Box 547 Gonzales, TX 78629. Position will remain open until filled.

The City of Gonzales is an equal opportunity employer.