



Forest Preserve District of DuPage County JOB DESCRIPTION

Job Title: Seasonal Golf Grounds Worker Ent

Job Code: 005P

Business Unit: Business Enterprises

FLSA Status: Non-Exempt

Manager Title: Golf Maintenance Supervisor

Last Date Reviewed: January 21, 2020

Job Purpose

Work involves performing manual labor in a variety of maintenance/construction tasks supporting the District golf courses.

Essential Duties and Responsibilities

The District operates multiple locations, Maple Meadows in Wood Dale, The Preserve at Oak Meadows in Addison and Green Meadows in Westmont. Depending on business needs, work may involve assignments or responsibilities at other golf courses or facilities within the District.

- Performs maintenance tasks, including mowing and trimming of golf courses
- Transplant and maintain ornamental shrubbery; remove weeds; prune plants and trees
- Perform routine maintenance on a wide variety of tools, machinery, and equipment used in golf course maintenance. Lift and move benches, water coolers, and other equipment
- Operate a variety of equipment including: push and riding mowers, weed eaters, aerators, sod cutters, rototillers, chainsaws, trimmers, snow plows, trucks and tractors
- Perform custodial and basic maintenance functions. Clean, sanitize, and deodorize restrooms and replenish supplies, vacuum floors, dust, polish furniture, and remove trash.
- Complete manual labor tasks using shovels, rakes, and a variety of hand tools.
- Perform other duties as required

Education and Experience Required

Additional Information: Must be 18 years of age or older by the first day of employment.

Hours: April 1 – December 1, 2020; Actual schedule of work is on an as-needed basis up to 40 hours per week with OT paid after 40 hours. Scheduled days and hours may vary and pause from time to time, or recur at regular intervals based on events and business operational needs. Scheduled days may include weekends and holidays, based on customer traffic and business needs.

Preferred Experience: Training and experience in the operation of golf turf equipment

Special training or other license, certification, etc.:

Skills In: Preparing, establishing, and maintaining turf, tees, shrubbery, and ornamental beds; operation and maintenance of a variety of equipment used in golf course maintenance; installation and maintenance of irrigation and drainage systems; understanding and following verbal or written instructions; maintaining effective working relationships.

Onboarding/Training Requirements: Criminal Background Check
National Sex Offender Registry Check

Working Environment and Physical Effort Required

Physical Demands (Indicate the amount of time spent performing the following activities.)

Activity	None	Under 30%	30% to 60%	Over 60%
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl			X	
Talk or hear				X
Taste or smell			X	

Check the highest work level required to perform related to lifting or pulling/pushing

	Sedentary		Light		Medium		Heavy		Very Heavy	
Maximums	10 lbs.		20 lbs.		50 lbs.		100 lbs.	X	Over 100 lbs.	
Frequency	Small		10 lbs.		25 lbs.	X	50 lbs.		Over 50 lbs.	

Describe below the specific duties that require the physical demands checked above.

	Work is primarily sedentary in nature.
X	Other (describe)
Describe:	Work performed in all types of weather conditions in a golf course setting. Ability to lift/move 50 lbs. or more including maintenance equipment, mulch, fertilizer, sod, seed, etc.

Does the position require personal protective equipment (e.g. safety glasses, steel toe shoes, respirators, etc.)?

	Not Applicable
X	Other (describe)
Describe:	Eye and hearing protection, steel-toed shoes, gloves, respirator mask, pesticide coveralls, reflective high-visibility vest

Disclaimer: This description is not designed to contain a comprehensive listing of all activities, duties, or responsibilities required of the job.