



Job Description

Job Title:	Golf Course Mechanic
Location:	Atwood Homestead, Ledges, Macktown Golf Course Shops
Reports To:	Golf Course Maintenance Manager
FLSA Status:	Full-time/Non-Exempt (Hourly)
Salary Range:	\$23.00 - \$35.00 per hour (dependent on qualifications)

POSITION SUMMARY

To maintain and repair golf course and clubhouse equipment and facilities as needed. The typical schedule is Monday through Friday, eight (8) hours per day; starting and ending times will vary based on seasonality. Weekend overtime available based on emergency situations and supervisor approval.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following. Other duties may be assigned.

Equipment Maintenance & Repair

- Perform preventative maintenance on golf course equipment and clubhouse facilities.
- Repair and rebuild equipment, including sharpening and/or grinding cutting units.
- Weld and cut to make repairs or fabricate new items.
- Maintain and repair the golf car fleet following manufacture's OBM standards.
- Keep maintenance and safety records.
- Meets regularly and communicated with golf course manager(s) on status of equipment and golf cart fleet.
- Maintain and repair irrigation system components.
- Winterize irrigation system prior to the off-season.

Operational Support

- Pick up parts for equipment repair or other golf course needs.
- Pick up sand, mulch, and topsoil as assigned with dump truck.
- Mow turf areas when needed.
- Plow snow and spread salt and/or sand as needed.

Shop Organization & Safety

- Organize shop and maintain clean, orderly work areas.
- Maintain a working knowledge of and adhere to all risk-management and safety programs and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THE JOB. Professional working knowledge of automobile, truck, mowing equipment, sprinkler systems, and golf cart maintenance. Basic knowledge of general maintenance and repair. Demonstrated sound safety practices. Good written and verbal communication skills.

EDUCATION and/or EXPERIENCE. High school diploma or GED is required, Associate's degree (two-year) in equipment repair or automotive technology preferred. Three (3) to five (5) years related experience and/or training is required, or equivalent combination of education and experience. A valid driver's license is required.

LANGUAGE SKILLS. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the Forest Preserve District.

MATHEMATICAL SKILLS. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MACHINES, TOOLS, AND EQUIPMENT. Must provide own set of job appropriate professional- grade tools. Must be able to operate: wrenches, screwdrivers, hammers, pliers, sockets, pneumatic tools, floor and bottle jacks, torches, volt/amp/OHM meters, pressure gauges, drills, and various other hand tools, also trucks, tractors, backhoes, tree spade, etc.

PHYSICAL DEMANDS. While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee frequently is required to walk, sit, climb or balance, talk or hear, and taste or smell. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT. While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, risk of electrical shock, and vibrations. The employee is frequently exposed to fumes or airborne particles; toxic or caustic chemicals; and outside weather conditions. The noise level in the work environment is usually medium loud.

FPWC will provide reasonable accommodations, in accordance with applicable law, to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL OPPORTUNITY EMPLOYER. The Forest Preserves of Winnebago County is an Equal Opportunity Employer and is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind and do not discriminate on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, genetic information, veteran status, or any other characteristic protected by federal, state, or local law. All employment decisions are made on the basis of qualifications, merit, and business need.

Employee Signature

Date