



## Golf Course Greens Keeper

**FLSA Status:** Non-Exempt  
**Department:** Golf Maintenance  
**Reports:** Superintendent

### General Purpose:

Greens Keepers will perform all manual labor associated with the maintenance of the golf course. This includes all practices performed to course features and other various areas of the property as instructed by management.

### Essential Duties:

- ◆ Responsible for daily course setup. Changes greens hole locations and prepare tee boxes for play. Considers all factors that are affected by this task including turf care, pace of play and member satisfaction.
- ◆ Helps maintain optimal greens conditions. Topdresses, plugs, hand water, hydrojects and rolls greens as instructed by management.
- ◆ Responsible for operating heavy equipment. Properly uses loaders, dump trucks, hoes, skid steers and various tractor implement.
- ◆ Responsible for the proper operation of riding mowers. Mows fairways, roughs, native areas, aprons and approaches.
- ◆ Responsible for the proper use of hand machines. Walk mows tees and greens, operates weed eaters, edges, blowers and chainsaws.
- ◆ Responsible for applying chemicals and fertilizers to desired areas of the course under supervision of management.
- ◆ Help complete small projects in a team setting such as aerifying, irrigation, drainage construction.
- ◆ Maintains the clubhouse and common grounds. Mows, blows, prunes, removes debris and stocks fireplaces as instructed by management.
- ◆ Responsible for preparing course amenities. Cleans the course restrooms, removes all trash from the course and replaces water cooler and cups daily. Restocks and keeps inventory of all items.
- ◆ Responsible for maintaining bunkers. Mows and edges grass surrounds. Hand and machine rakes bunkers for play. Ensures proper sand levels are present in the edges and bottoms.
- ◆ Maintains non-turfgrass areas to desired conditions. Removes limbs, leaves, and debris. Weedeats/edges mulch beds. Blows/edges cartpaths.
- ◆ Responsible for non-mowing turfgrass tasks. Fills divots in fairways and practice tee boxes. Hand edges sprinkler heads and valve boxes. Maintains and repairs all course accessories.
- ◆ Assist with other tasks as deemed necessary by the golf course superintendent or other members of the management team.

### Education/Experience:

High school diploma or general education degree (GED) and one to three months related experience and/or training, or equivalent combination of education and experience

**Physical Demands:**

Must be able to lift a minimum of 50 lbs and perform physically demanding manual labor for extended periods of time.

**Environment/Noise:**

Noise level is moderate.

**Certificates/Licenses:**

Drivers License

**Job Knowledge, Skill, and Ability Preferences**

- ◆ Ability to learn all operational and safety aspects of all tools and equipment related.
- ◆ Ability to work efficiently in a team setting.
- ◆ Must be able to effectively follow oral instructions.
- ◆ Willing to adhere to all department and Club policies.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description when circumstances change; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

"I have read this job description and certify that I can perform all essential job functions without a significant risk of the health or safety to myself or others that cannot be eliminated by reasonable accommodation."

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Signature

Date