



GOLF COURSE COORDINATOR

Department: Parks and Recreation
Job Class #: 621800
Pay Range: Maintenance/Trades 23

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is highly responsible skilled and technical work for Pierce County Parks and Recreation Department. An employee in this classification is responsible for assisting with the daily operation and maintenance of the public golf course and facilities. Work involves issuing work assignments to park maintenance staff; coordinating maintenance, repair, construction and course set-up activities; assisting with the scheduling of maintenance activities; and performing a wide variety of skilled maintenance, construction and repair assignments. Incumbents exercise independent judgment in determining course conditions and prioritizing work assignments. Work is performed under the general direction of the Golf Supervisor who periodically reviews work through conferences, reports and observation of overall results achieved.

ESSENTIAL FUNCTIONS:

- Assists the Golf Supervisor with daily operational and workload assignments; routinely meets with the Golf Supervisor to determine assignment priorities; assists with and provides input for performance evaluations, disciplinary actions and the selection process.
- Leads and provides guidance, assistance and direction to maintenance staff; monitors progress.
- Participates in special projects; works with various internal and external staff and customers for special event preparation, coordination and set up.
- Performs specialized maintenance, repair work and construction activities for golf course and facilities; operates, maintains and repairs equipment for various park and/or construction related systems.
- Performs maintenance, installation, repair and replacement of electrical fixtures and systems.
- Installs, maintains, repairs and replaces plumbing fixtures such as broken sprinkler heads and irrigation lines and other related plumbing assignments.
- Identifies, implements and monitors turf programs; turf diseases and pest programs; fertilization programs; irrigation systems and programs; drainage systems and programs; and safety issues and/or procedures.
- Services, repairs, uses and operates a wide variety of hand/power tools, shop equipment, instruments, and other related trades and maintenance equipment.
- Services, repairs, uses and operates a wide variety of maintenance equipment such as mower, aerator, sprayer, power equipment, tractor, backhoe, loader, edger, trimmer, weed eater, etc.
- Performs preventative and corrective maintenance activities when necessary.
- Responds to inquiries and complaints from the public regarding services provided; assures that appropriate information is provided and problems are resolved.
- Orders supplies and materials and processes purchase orders as necessary.

OTHER JOB FUNCTIONS

- Performs other related job functions as necessary.

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KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of golf course maintenance and operation systems, practices, facilities, equipment operations, and work methods; course and preparation; turf/grass management; irrigation systems; drainage.
- Knowledge of, and the ability to perform, a wide variety of grounds and building maintenance tasks as applied to the assigned department.
- Knowledge of construction safety standards and occupational hazards and safety precautions associated with various trades and/or professions.
- Knowledge of standards, practices, methods, materials, tools, equipment, and park systems used in grounds, building maintenance, other park or specialized recreational facilities such as golf courses, and other park facilities.
- Knowledge of turf and horticultural management procedures.
- Ability to establish and maintain effective working relations with subordinates, other employees, and the public.
- Ability to communicate effectively and follow instructions both orally and in writing.
- Ability to work independently with minimal supervision.
- Ability to understand the game of golf at a competent level.
- Ability to drive, operate, and maintain a wide variety of grounds and building maintenance hand/power tools and equipment such as mowers, sprayers, aerators, trucks, tractors, backhoes, loaders, etc.
- Ability to work with various herbicides, pesticides, and chemicals, and their proper application.
- Ability to drive, operate, and maintain equipment such as mowers, sprayers, aerators, trucks, tractors, backhoes, loaders, etc.
- Ability to work at various park locations, work a varied work schedule during seasonal or special scheduled events, and during emergency situations.
- Ability to organize and prioritize, lead, assist, provide guidance, and training.
- Ability to perform physical manual labor over extended periods of time in all types of weather.
- Ability to order supplies and materials from various vendors.
- Ability to physically perform the essential job functions.
- Ability to meet the travel requirements of the position.

RECRUITING REQUIREMENTS: Four or more years of progressively responsible experience in the golf course, parks maintenance, landscaping, or related parks management areas. Additional education or training may substitute for up to one year of related experience. Possession of, or the ability to obtain, a valid Washington State Driver's license. Possession of, or the ability to obtain, a valid First Aid Certification including CPR. Satisfactory physical condition may be required, as indicated by a County approved physical examination. Possession of, or the ability to obtain, a valid Washington State Pesticide License may be required. Employees are subject to 24-hour on call availability and must be able to work any shift at any location as required. Employees may be required to provide their own tools.