

City of Prineville Meadow Lakes Golf Course

Golf Course Mechanic Part-Time

Position Summary:

The Golf Course Mechanic is responsible for overseeing a comprehensive preventative maintenance program of the golf course equipment and golf carts. The Golf Course Mechanic is required to report any needs or problems with course equipment and machinery to the Golf Course Superintendent or the Head Professional/Facility Manager. Safety is a top priority and this position is responsible for maintaining a clean service area and maintenance building. This is a part-time, hourly position.

Position Status: _____ exempt ___x___ non-exempt

Reports to: Golf Course Superintendent

Essential Functions:

- Inspects, diagnoses and repairs mechanical defects/failures in various golf course maintenance equipment including, diesel, electric, and gasoline-powered automobiles, trucks, trenchers, sweepers, rollers, mowers, and other mechanical equipment used in utility work.
- Keeps a complete set of records for equipment and parts inventory purchases, equipment conditions, costs of repairs and preventative maintenance for all equipment.
- Places orders for parts and supplies needed for equipment or service.
- Assists the Superintendent with training of golf course maintenance employees on proper cleaning of, and safe operation of equipment.
- Prioritizes equipment repair and maintenance work.
- Maintains a preventative maintenance program within budget on all equipment.
- Spot checks equipment for performance on the course, makes emergency repairs to equipment on the course, and services equipment prior to use.
- Sets mow height for all mowers to specifications set by Superintendent.
- Cares for and maintains the golf cart fleet – including battery maintenance, repairs, and preventative maintenance.
- Follow proper safety protocol when using or repairing equipment.
- All other duties as assigned by Golf Course Superintendent or Head Professional/Facility Manager

Qualification Requirements

Knowledge, Skills & Abilities

- Working knowledge of light and heavy maintenance equipment and automotive apparatuses.
- Skill in the use of a variety of equipment repair tools and the making of various types of mechanical repair.
- Working knowledge of the theory, care and operation of internal combustion engines and mowing equipment.
- Working knowledge of the hazards and safety precautions of the profession.
- Ability to move heavy objects.
- Ability to work in a variety of weather conditions while repairing equipment.
- Ability to diagnose mechanical troubles and determine appropriate maintenance work.
- Excellent oral and written communication skills and ability to follow oral and written directions.
- Ability to keep business records.
- Ability to maintain effective team and public relations.

Special requirements/licenses:

Valid driver's license with an acceptable driving record.

Education/Experience required:

- A minimum of three to five years of experience in equipment maintenance and repair.

Supervisory Responsibilities:

None

Working conditions:

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to use their hands. You are also required to stand, walk and sit. One should be able to reach with hands and arms; stoop, kneel, crouch, or crawl also. The employee is also required to taste and smell. You may be required to lift and/or move 50 pounds. Good (20/20) vision is also required.

The work environment is largely indoors. Work is normally performed in a well-lit shop; some work is performed outside where the employee may be subject to extreme weather conditions (heat or cold).