



POSITION DESCRIPTION

FLSA: Non-Exempt

POSITION TITLE: Laborer

FACILITY/DEPARTMENT: Agronomy

REPORTS TO (TITLE): Director of Agronomy/Golf Course Superintendent, Assistant Superintendent, Golf Course Foreman

SUPERVISES: N/A

DATE: November 2018

BASIC FUNCTIONS: Under the supervision of the Assistant Superintendent or Golf Course Foreman, performs routine manual labor involved in golf course maintenance. Operates small hand-powered equipment and does related work as required.

QUALIFICATIONS

- ❖ Working knowledge of equipment
- ❖ Physical strength

EDUCATION, KNOWLEDGE AND TRAINING:

- ❖ High school diploma or equivalent preferred

WORK EXPERIENCE REQUIRED:

- ❖ Experience with hand and power tools
- ❖ Previous experience with mowing equipment

ESSENTIAL FUNCTIONS:

1. Edges cart paths and maintains sand traps (including hand-raking).
2. Mows around tees, fence lines, trees, banks and hillsides.
3. Trims hedges, small bushes and trees as directed.
4. Removes branches and other debris.
5. Cleans flowerbeds, cuts weeds and brush.
6. Helps with project work.
7. Cleans maintenance area.
8. Excavates and backfills ditches and trenches with hand tools.
9. Operates mowing equipment when necessary.
10. Maintains fuel and fluid levels for all types of equipment daily.
11. Returns all equipment to the designated location at the maintenance facility.
12. Reports on equipment problems or failures to mechanic immediately.
13. Performs other duties as directed by supervisor.
14. Always maintains safe working conditions.

ENVIRONMENT: Outside working conditions, most of the time in a variety of weather conditions.

POSITION ANALYSIS/SPECIFICATIONS

	<i>N/A</i>	<i>OCCASIONAL</i>	<i>FREQUENT</i>	<i>CONSTANT</i>
Sitting		X		
Standing			X	
Walking			X	
Bending Over			X	
Crawling		X		
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing		X		
Pushing/Pulling		X		
Lifting/Carrying				
10lbs or less			X	
11lbs to 25lbs			X	
26lbs to 50lbs			X	
51lbs to 75lbs		X		
76lbs to 100lbs		X		
Over 100lbs	X			
Manual Dexterity			X	
Fine Motor Skills			X	
Gross Motor Skills			X	
Eye/Hand Coord.			X	
Near Vision			X	
Far Vision			X	
Color Recognition		X		
Hearing			X	

ENVIRONMENTAL FACTORS

	<i>YES</i>	<i>NO</i>
Working Outside	X	
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat	X	
Excessive Humidity/Dampness	X	
Noise/Vibrations	X	
Working Above Ground	X	
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas	X	
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles	X	
Working Around Machinery/Motorized Equip.	X	
Climbing on Scaffolds or ladders		X



ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION

I have received a copy of the Job Description for **Laborer**. The Job Description statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

MANAGERS SIGNATURE: _____

PROPERTY: _____