

# Groundsperson - Golf Course, Temporary

## Job Description

### Position Information

Position Title	Groundsperson - Golf Course, Temporary
Position Number	FACMUNI15*6293
Department	Facilities Management
Reports to (Title)	Assoc. Director of Fac. Mgmt.-Grounds, Landscape & Hauling

### Seated Employee

Employee First Name

Employee Last Name

### Job Summary

In three to five sentences, please briefly describe the job's primary purpose to the department.

Job Summary	The purpose of this position is to work with the Grinnell College Golf Course grounds maintenance staff to maintain and improve the 56 acre 9 hole golf course. Responsibilities include mowing, string -trimming and other duties assigned by the Assoc. Director of Grounds, Landscape and Hauling.
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### Position Summary Information

Select the level of education needed to successfully accomplish the essential duties of this job.	High school diploma or general education degree (GED)
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If a specific degree, certification, license, or registration is necessary, please list.	n/a
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Select the level of experience needed to successfully start the position and accomplish the essential duties of this job.	Less than six months
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Preferred Qualifications	n/a
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FLSA Category	Non-Exempt
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Staff/Faculty	Staff
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Employment Status	Part-Time
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Employment Category	Temporary
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Essential Staff (emergency situations)?	No
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**On-Call?**

No

**Essential Responsibilities**

List the job's most important responsibilities. There are probably no more than six of these. Also indicate the approximate percent of time spent on each job function. (Note: Do not record how the job responsibilities are carried out.)

*Essential Responsibility percentage of time needs to equal 100%*

**Responsibility**

Turf grass mowing

**Percentage Of Time**

60

**Responsibility**

Landscape and tree care

**Percentage Of Time**

10

**Responsibility**

String trimming

**Percentage Of Time**

20

**Responsibility**

Miscellaneous golf course grounds work

**Percentage Of Time**

10

**General Responsibilities****General Responsibilities**

(1) Maintain regular attendance in accordance with department policy.

(2) Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.

(3) Understand and comply with the policies of the College Staff Handbook.

(4) Demonstrate commitment to customer service. Establish effective relationships with internal and external customers and respond to their needs.

(5) Perform duties as a team member in a manner supportive of department and College procedures, policies and goals.

(6) Protect confidentiality of College information.

(7) Provide leadership to others through example and sharing of knowledge/skill.

(8) Communicate with others in a courteous and helpful manner.

(9) May be asked to fill positions considered essential during weather emergencies or other events requiring special staffing.

(10) Perform other duties as assigned.

**Supervisory Responsibilities****Does this job have supervisory responsibilities?**

No

If yes, then check all that are supervised by this position.

**Supervise Student Staff**

No

If you supervise student staff, enter approximately how many and the

**total hours? (e.g., 2 students/XX hours)**

**Supervise Non-Exempt Staff** No

**If you supervise non-exempt staff please enter the number.**

**Supervise Exempt Staff** No

**If you supervise exempt staff please enter the number.**

**Select the level of supervision that this position provides.**

### **Supervision Received**

**Select the level of supervision that this position receives from their supervisor.**

General supervision: routine duties are performed with minimal supervision; standard practices or procedures allow me to proceed alone at routine work; occasional check of work while in progress; work is reviewed upon completion.

### **Computer Operations**

**Please check one of the following** Not applicable.

### **Travel**

**Please check one of the following** No travel required.

### **Essential Function Analysis**

Accurate identification of essential and marginal functions and the time required is important for making a variety of personnel decisions, including recruitment, hiring, performance evaluation, discipline, training and accommodation. The analysis explains the components of the job by identifying who, what, why, how much, and when.

Essential functions are those functions that individual must be able to perform either unaided or with the assistance of a reasonable accommodation. A job function may be considered essential if it meets one of the following criteria:

- the position exists for performance of the function;
- a limited number of employees can perform the function, and it, therefore cannot be reassigned;
- the function is specialized and requires certain expertise to perform it.

Many jobs will also have marginal functions. Marginal functions are those that may be performed by the position but are not tasks critical to job success, can be completed in a number of ways by a variety of people, and are not the primary functions for which the position exists.

### **Mental/Cognitive Requirements**

How much on-the-job time is spent in the following mental/cognitive activities? Show the amount of time by checking the appropriate boxes below.

**Analyzing information or data** Under 1/3

**- Essential or Marginal?** Marginal

**Effective communication skills** 1/3 to 2/3

**- Essential or Marginal?** Essential

**Composing & comprehending communication materials** Under 1/3

- Essential or Marginal?	Marginal
Establishing effective interpersonal relationships	Under 1/3
- Essential or Marginal?	Marginal
Adjusting to changes (work load, environment, department structure, etc.)	Under 1/3
- Essential or Marginal?	Marginal
Using logic to define problems, collect information, establish facts, draw valid conclusions, etc	None
- Essential or Marginal?	Marginal
Making decisions of moderate to substantial consequence	None
- Essential or Marginal?	Marginal
Performing mathematical calculations	None
- Essential or Marginal?	Marginal
Editing reports or technical materials	None
- Essential or Marginal?	Marginal
Planning and organizing (work load, schedules, events, etc.)	None
- Essential or Marginal?	Marginal
Handle stressful, emotional and/or frustrating situations	Under 1/3
- Essential or Marginal?	Marginal
Working with numerous distractions	Under 1/3
- Essential or Marginal?	Marginal
Working under a time pressure and within timelines/deadlines	Under 1/3
- Essential or Marginal?	Marginal
Coordinating work with others	Under 1/3
- Essential or Marginal?	Marginal
Handling multiple assignments and priorities	Under 1/3
- Essential or Marginal?	Marginal
Completing work in an accurate manner	1/3 to 2/3
- Essential or Marginal?	Essential
Concentrating - maintaining attention to details and task	1/3 to 2/3
- Essential or Marginal?	Essential

**Memory functions (remembering names, details and procedures)**

1/3 to 2/3

**- Essential or Marginal?**

Essential

**Physical Requirements**

How much on-the-job time is spent in the following physical activities? Show the amount of time by checking the appropriate boxes below.

**Remaining in a stationary position**

1/3 to 2/3

**Traverse/move locations**

1/3 to 2/3

**Ascend or descend between floors**

Under 1/3

**Reach with hands and arms**

Over 2/3

**Ascend or descend ladder**

None

**Position self to access small or restricted spaces**

None

**Communicate or exchange information**

1/3 to 2/3

**Detect specific flavors or odors**

Under 1/3

Does this job require that weight be moved or force be exerted? If so, how much and how often? Check the appropriate boxes below.

**Weight lifted or force exerted: up to 10 pounds (with or without assisted device)**

1/3 to 2/3

**Weight lifted or force exerted: up to 25 pounds (with or without assisted device)**

Under 1/3

**Weight lifted or force exerted: up to 50 pounds (with or without assisted device)**

Under 1/3

**Weight lifted or force exerted: up to 100 pounds (with or without assisted device)**

None

**Weight lifted or force exerted: more than 100 pounds (with or without assisted device)**

None

**Please check one of the following**

Moderate physical activity performing somewhat strenuous daily activities.

**Does this job have any essential vision requirements? Check all that apply.**

Close vision (clear vision at 20 inches or less), Distance vision (clear vision at 20 feet or more), Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus), Color vision (ability to identify and distinguish colors)

**Work Environment**

How much exposure to the following environmental conditions does this job require? Show the amount of time by checking the appropriate boxes below.

<b>Wet or humid conditions (non-weather)</b>	Under 1/3
<b>Extreme cold (non-weather)</b>	None
<b>Extreme heat (non-weather)</b>	Under 1/3
<b>Outdoor weather conditions</b>	Over 2/3
<b>Work near moving mechanical parts</b>	Over 2/3
<b>Work in high, precarious places</b>	None
<b>Air Contamination (i.e., dust, fume, smoke, toxic conditions, disagreeable odors)</b>	1/3 to 2/3
<b>Toxic or caustic chemicals</b>	None
<b>Work with explosives</b>	None
<b>Risk of electrical shock</b>	None
<b>Vibration (i.e. operating jackhammer, impact wrench)</b>	1/3 to 2/3
<b>Risk of radiation</b>	None
<b>Confined Spaces</b>	None
<b>Please check one or more of the following locations where this job would work</b>	Outdoors exposed to changing weather conditions (for instance, rain, sun, snow, wind, etc.)
<b>How much noise is typical for the work environment of this job? Check the appropriate level below.</b>	Loud (examples: metal can manufacturing department, large earth-moving equipment)

#### Additional Information

Include any other physical, mental or environmental information that will aid in the preparation of an accurate description of this job.

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## Position Documents

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No documents have been attached.