

POSITION DESCRIPTION CITY OF MICHIGAN CITY, INDIANA

POSITION: Assistant Greens Superintendent
DEPARTMENT: Golf Course
WORK SCHEDULE: As Assigned
JOB CATEGORY: LTC I (Labor, Trades, Crafts)

The City of Michigan City is currently hiring an energetic and reliable individual. This is a great opportunity for someone who is dependable, ready to work, and eager to learn in a supportive environment.

DUTIES:

- Consults with Greens Superintendent regarding course conditions. Performs duties of Greens Superintendent in his/her absence.
- Responsible for regular preventative maintenance schedule on all department machinery and vehicles to include lubrication, oil and filter changes, tire pressure, washing and cleaning, check brakes and steering, and all other necessary duties including minor body work on golf carts.
- Supervises assigned staff, including making work assignments, interviewing position applicants, making hiring recommendations, providing corrective instruction, and providing training.
- Maintains material safety data sheets for all products in inventory.
- Performs irrigation systems annual start-up and winterizations.
- Supervises any tree trimming, ensuring quality work and safety.
- Grinds, sharpens, and adjusts all mowing units, ensuring desired quality of cut.
- Operate all heavy machinery, including but not limited to, back hoes, loaders, and dump trucks
- Performs related duties as assigned.

SKILLS AND KNOWLEDGE:

- High school diploma or GED.
- Ability to meet all department hiring requirements, including passage of drug test. Ability to obtain and maintain Indiana Pesticide Applicator License.
- Thorough knowledge of accepted principles and practices involved in carpentry, plumbing, engine repair, electronics, and pumps and control repair.
- Knowledge of applicable safety precautions and procedures.
- Ability to operate various hand and/or power tools, including hammer, screw drivers, wrenches, drills, power saws, air nozzle and compressor, driver, ratchet, files, broom, gauges, chainsaw, and backpack blower.
- Ability to physically perform assigned duties, including driving, sitting for long periods, sitting/walking at will, lifting/carrying objects weighing over 50 pounds, pushing/pulling objects, crouching/kneeling, bending/reaching, color/depth perception, close/far vision, handling/grasping/
- fingering objects, hearing sounds/communication, and speaking clearly.
- Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form
- Ability to work with others in a team environment, work on several tasks at the same time, and work rapidly for long periods, occasionally under time pressure.
- Ab Ability to work extended hours, weekends, and evenings, travel out of town for continuing education, but not overnight, and respond to emergencies on a 24-hour basis.
- Possession of a valid Indiana driver's license and demonstrated safe driving record.
- ability to read and interpret detailed prints, sketches, layouts, and specifications.