

**City of Batesville**  
Job Description  
Job Title: Assistant Greenskeeper

**Exempt (Y/N):**

**Shift:** First

**Department:** Parks

**Supervisor:** Golf Course Greenskeeper

**Prepared By:** Jeff S. Owens

**Dot Code:**

**Location:** Parks and Recreation Shop

**Employee Name:**

**Date:** 7-28-11

**Summary:** This non-exempt entry level employee assists in golf course maintenance by performing the following duties. The Assistant Greenskeeper works under the daily field supervision of the Greenskeeper.

**Essential Duties and Responsibilities** include the following, but are not limited to:

Overall duties include the maintenance, safety and beauty of the golf course, equipment, vehicles and facilities. Duties include, but are not limited to: pruning, mowing, weed eating, digging, cleaning facilities, raking leaves, painting, sweeping, edging, checking oil and grease in small engines and trucks, replacing mower blades, cleaning equipment, cleaning and organizing the shop, assist in the application of herbal and pest control programs, maintenance of irrigation systems, light electrical and plumbing maintenance.

Works closely with other City employees and citizens to provide a safe environment.

May render emergency first aid as necessary.

May operate off-road equipment and use hand tools.

May be required to drive parks department vehicles.

Will be required to use appropriate safety equipment for protection of self or the public.

May be required to conduct simple business transactions.

Performs related duties as assigned.

**Qualifications Requirements:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and / or Experience:**

High school diploma or equivalent and six months related experience; at least one year of supervisory experience or equivalent combination of education and experience. Must be at least 18 years old.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in on-on-one and small group situations to citizens and city employees.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed, but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Certificates, Licenses, Registrations:**

Current Arkansas Driver's License.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects; and reach with hands and arms. The employee frequently is required to walk talk or hear; use hands to finger, handle, or feel objects, tolls or controls; reach with hands and arms; stoop, climb, balance, kneel crouch or crawl. The employee must regularly lift and/or move objects weighing 25 pounds and occasionally lift and/or move objects weighing 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with the disabilities to perform the essential functions.

While performing the duties of this job, the employee will work in high precarious places and in outside weather conditions and is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The employee occasionally works near moving mechanical parts. The employee will handle various herbicides, pesticides and other lawn chemicals during the course of performing his/her job.

The noise level in the work environment is usually moderate.