

# ***Traveler's Country Club on the Mississippi (TCCOM)***

**DATE:** July 12, 2023

## **POSITION TITLE: TCCOM Maintenance and Golf Course Manager**

### **PRIMARY OBJECTIVE OF POSITION:**

Maintains, manages, coordinates functional daily operations that includes the appearance of all facilities in the Park (golf course, swimming pool, tennis/Pickleball/basketball & bocce ball courts, roads, burn pile, common grounds and infrastructure facilities). Concerns, complaints and questions regarding these areas will be directed to the Golf Course and Maintenance Manager through the Office Personnel.

### **MAJOR AREAS OF ACCOUNTABILITY:**

Develops a maintenance and golf course budget annually and update the 3-5 year capital improvement plan to be reviewed by the President and Board of Directors.

Works with vendors and contractors to negotiate and develop the best cost savings and upgrades for equipment and golf course needs.

Prepares an annual plan of all major projects with projected dates and activities.

Maintains all basic procedures, documentation and records for all equipment used in maintaining TCCOM.

Develops and updates annually an equipment inventory and an equipment upgrade and replacement plan.

Ensure the golf course is maintained per the request of the golf committee, President and Board of Directors. Attend Golf Committee meetings as requested by the Committee.

Coordinates with the Park Manager to ensure that Park facilities -- including the grounds, water supply, septic/sewer systems, swimming pool and other Park facilities -- are adequately maintained.

Plan, supervise and manage the golf course property and common grounds. Maintain and repair systems within TCCOM such as: Septic and sewer, electrical and water supply and mechanical operation of the swimming pool.

Responsible and initiates all aspects in the hiring of all maintenance personnel.

Manage and train (including extensive job safety training) all maintenance staff and volunteers.

Assist with emergency repairs of equipment, buildings and Park infrastructure.

Establish and maintain positive working relations with the Board of Directors, Park members and TCCOM staff.

Communicates with the TCCOM Park Manager with respect to Park Operations as directed by the President (TCCOM Maintenance/Golf Course Manager is not responsible for those duties listed in that job description). However, in the event of an emergency, the TCCOM Maintenance/Golf Course Manager will be available to assist or advise should the TCCOM Park Manager be unattainable.

Follow Environmental Protection Agency regulations in all areas that apply to TCCOM.

Performs other duties as assigned by the President of the Board of Directors.

**ENVIROMENTAL FACTORS ESSENTIAL TO JOB DUTIES:**

Job involves working both indoors and outdoors and exposure to electrical hazards, fumes, odors and noise.

**ESSENTIAL FUNCTIONAL REQUIREMENTS:**

- LIFTING:** 50 lbs and to 120 lbs with assistance
- PUSHING:** Wheeled carts
- SITTING:** To do office/paperwork/lawn maintenance
- STANDING/WALKING:** Throughout the work shift
- CLIMBING:** While doing maintenance routinely through the work shift
- KNEELING:** During maintenance
- CROUCHING/STOOPING:** During maintenance

**MACHINES / TOOLS USED ON JOB:**

Tractors, vehicles, mowers, pesticide sprayer and other large machinery owned by the Park Maintenance. Shop tools, hand tools, meter and testers, telephone, photocopy machine and computer.

**TRAINING / SKILLS REQUIRED:**

- Working knowledge or two-year degree in turf or agronomy.
- Three years of supervisory golf course or related golf management experience
- Valid driver’s license and access to a personal vehicle.
- High school diploma or equivalent.
- Certified Pool Operators license (CPO) (May be obtained after hiring.)
- Pesticide applicators license in categories A, E and L.
- Knowledge of hazardous material(s) required.
- Safe work habits are required for this position.

**SUPERVISION OF OTHERS:**

- Maintenance staff.
- Golf and Common ground volunteers.

**SUPERVISION BY OTHERS:**

Will work independently but with some supervision by the President of the Board or person assigned by the Board. TCCOM President and the Personal Committee Chair will complete an annual review for this position.

**Reviewed By:** \_\_\_\_\_