



AGENDA ITEM: J1F

**CITY OF WAUKEE, IOWA
CITY COUNCIL MEETING COMMUNICATION**

MEETING DATE: January 3, 2022

AGENDA ITEM: Consideration of approval of a resolution approving seasonal job description and pay grade [Golf Course Maintenance Laborer]

FORMAT: Consent Agenda

SYNOPSIS INCLUDING PRO & CON: A seasonal job description within the Parks & Recreation department has been created to support the operation of Sugar Creek Municipal Golf Course and will be contained within the Seasonal compensation plan.

FISCAL IMPACT INCLUDING COST/BENEFIT ANALYSIS:

COMMISSION/BOARD/COMMITTEE COMMENT:

STAFF REVIEW AND COMMENT: The City Administrator, Parks & Recreation Director and Human Resources Director recommend the approval of the job description and inclusion on the seasonal compensation pay plan.

RECOMMENDATION: Approve the resolution.

ATTACHMENTS: I. Proposed Resolution
II. Job Descriptions – Golf Course Maintenance Laborer.

PREPARED BY: Michelle Lindsay

REVIEWED BY:

THE CITY OF WAUKEE, IOWA

RESOLUTION 2022-

APPROVING SEASONAL JOB DESCRIPTION
(GOLF COURSE MAINTENANCE LABORER)

IN THE NAME AND BY THE AUTHORITY OF THE CITY OF WAUKEE, IOWA

WHEREAS, the City of Waukee, Dallas County, State of Iowa, is a duly organized Municipal Organization; **AND**,

WHEREAS, it is recommended that the addition of a seasonal job description related to the Parks & Recreation department be created; **AND**,

WHEREAS, the Parks & Recreation Director, along with the Human Resources Director recommend the creation of the seasonal job description to support the operations at Sugar Creek Municipal Golf Course; **AND**,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Waukee, Iowa on this 3rd day of January 2022, that it hereby approves the creation of the seasonal job description for Golf Course Maintenance Laborer and inclusion on the seasonal compensation pay plan.

Courtney Clarke, Mayor

Attest:

Rebecca D. Schuett, City Clerk

RESULTS OF VOTE:	AYE	NAY	ABSENT	ABSTAIN
Anna Bergman Pierce				
R. Charles Bottenberg				
Chris Crone				
Larry R. Lyon				
Ben Sinclair				

City of Waukee
JOB DESCRIPTION

Job Title: Golf Course Maintenance Laborer
Dept/Div: Parks & Recreation/Parks
Pay Grade: Seasonal

Reports to: Golf Course Superintendent
Direct Reports: None
FLSA Status: Non-Exempt

JOB PURPOSE: Under the general direction of the Golf Course Superintendent, assists with the operation of and develops and maintains the golf course grounds and clubhouse.

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

1. Assists in maintenance and repair of golf facilities and grounds; operates golf course specific mowers, utility vehicles, tractor and any other department equipment necessary to complete the job.
2. General course maintenance including landscape maintenance, watering, weed eating and trash pick-up, changing cup positions and moving tee blocks.
3. Participates in maintenance activities as required including blade sharpening, oil changes and winterization of equipment.
4. Monitors, troubleshoots and completes minor repairs of irrigation system.
5. Keeps equipment, shop and storage areas clean and well-maintained.
6. Reports any damaged or broken safety or mechanical equipment or vandalism to the appropriate supervisor.
7. Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

1. Display honesty, trustworthiness, dependability and respectfulness at all times.
2. Anticipate and take action in solving problems while using judgment and a systematic approach to decision making.
3. Demonstrate sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
4. Show initiative to seek other work upon completion of a task.
5. Actively support all efforts to increase cooperation, communication, and collaboration between and among departments, staff members and the community.
6. Create and participate in a team environment.
7. Relate to routine operations in a manner that is consistent with existing solutions to problems; to conform to established policies and procedures.
8. Uphold the Waukee Parks & Recreation Mission Statement with integrity and professionalism.
9. Attentive to the City's standards for customer service, accuracy, quality, efficiency and all City policies and procedures ensuring that all work performed meets those standards.

QUALIFICATIONS:

1. High school diploma or GED.
2. Must be 18 years of age or older.
3. Two years' experience in a related field preferred.
4. Must possess a valid Iowa Driver's License and meet the requirements of the City's motor vehicle policy.

PHYSICAL REQUIREMENTS:

1. Able to regularly lift, carry, push and pull up to 50 pounds and frequently lift and/or move more than 100 pounds.
2. Able to spend majority of work related time outdoors.
3. Able to maneuver in undeveloped areas on uneven surfaces for up to one mile in various types of weather.

4. Able to walk and stand for long periods of time on different surfaces including walkways, trails, stairs and undeveloped areas.
5. Able to climb different types of ladders and stairs.
6. Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

1. Working hours will vary depending on sunlight. Generally 6:30-3:00.
2. Willing to work long hours if necessary to meet the expectations of the job description.
3. During summer months outside temperatures can be over 100 degrees for entire scheduled work day.
4. May be exposed daily to odors, dusts and gasses that may be uncomfortable or hazardous if proper procedures are not followed.

I have read and understand the information contained in the Job Description. I understand that this Job Description is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this job. Also, while this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work overtime, different shifts or hours, outside the normally defined workday or work week. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate any employment at any time and for any reason and the Employer has a similar right.

Signature

Date

The City of Waukee is an Equal Opportunity Employer. In compliance with Americans with Disabilities Act Amendments Act, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages prospective employees and job incumbents to discuss potential accommodations with the Employer.