

Job Description GOLF OPERATIONS MANAGER

Reports to: Parks Superintendent
 Department: Parks & Recreation
 FLSA Status: Exempt
 Class Code:
 Pay Grade: 117
 Approved:
 Last Revised: 6-30-2014

BRIEF DESCRIPTION:

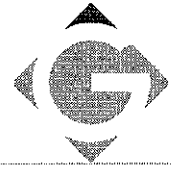
The purpose of this position is to manage, implement, initiate and develop all aspects of the overall facility. This is accomplished by supervising the day to day operations, creating policies and procedures to manage the work flow, implementing and initiating teaching programs and activities for patrons, organizing and facilitating tournaments and special events, and supervising and delegating employee work aspects. Other duties include assisting and providing input in the overall direction and operation of the Recreation and Parks department goals.

ESSENTIAL FUNCTIONS:

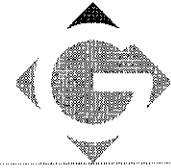
Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Golf Operations Management <ul style="list-style-type: none"> • Manage the business by creating and developing overall budgeting for programming and maintenance operation. • Implement general policies and procedures. • Monitor and report daily operations. • Recommend capital improvements, supplies and equipment. • Approve general purchases. • Coordinate equipment purchases and lease purchases. • Create reports. • Oversee budgets. • Integrate course marketing and promotional programming. • Comply with purchasing policies and procedures. 	40%



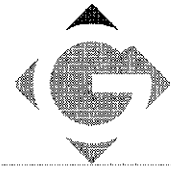
		<ul style="list-style-type: none"> • Receive calls. • Respond to inquiries. • Schedule tee times. • Provide front desk assistance. 	
2	L	<p>Personnel and Customer Relations</p> <ul style="list-style-type: none"> • Manage personnel relations and customers by creating and developing policies and procedures. • Interview, hire and train full time golf course employees. • Provide customer service to guest and patrons. • Organize, attend and coordinate staff meetings. • Ensure customers and personnel safety measures. • Implement and maintain volunteer service program. • Evaluate personnel performances. • Maintain, track and establish specific customer promotions. • Oversee payroll recordings and practices. • Attend executive meetings. • Coordinate marketing and promotional programs. 	25%
3	L	<p>Golf Program Development</p> <ul style="list-style-type: none"> • Develop the golf program by creating and implementing activities and programs. • Teach lessons and clinics. • Improve and maintain playing ability. • Attend and teach game improvement seminars and training summits. • Monitor day to day play on the course. • Schedule tee times. • Ensure pace of play policies. • Create, organize, implement and provide tournament opportunities. • Provide tournament day operation solutions. • Oversee the USGA handicap system. • Maintain PGA association. • Continue to teach rules and etiquette changes in the game. 	25%
4	L	<p>Golf Course Condition</p> <ul style="list-style-type: none"> • Oversee the course by supervising course conditions. • Monitor and inspect the quality of the course conditions. • Provide feedback. • Inform course conditions to staff. • Notify and inform patrons about course conditions. • Enforce rules and regulations. • Supervise the maintenance and operations of a fleet of golf 	5%



		cars.	
		<ul style="list-style-type: none"> • Coordinate and schedule course maintenance activities. 	
5	L	Facility Maintenance <ul style="list-style-type: none"> • Maintain the facility by coordinating and overseeing the quality and condition of the buildings and immediate grounds. • Manage the clubhouse rentals. • Create clubhouse rental opportunities. • Oversee building safety inspections and maintenance needs. • Monitor the clubhouse security and cleaning systems. 	5%

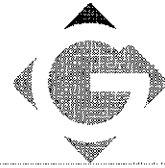
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, leadership technique, production methods, and coordination of people and resources.
- Knowledge of principles and procedures for personnel recruitment, selection, training, labor relations and negotiation, and personnel information systems.
- Knowledge of electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skilled in talking to others to convey information effectively.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skilled in being aware of others' reactions and understanding why they react as they do.
- Skilled in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to communicate information and ideas in speaking so others will understand.
- Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to read and understand information and ideas presented in writing.



• **JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years up to and including five years.
Supervision	Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title oversees budget preparation of a division budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	CPR, First Aid, AED, and Class C Driver's License



OVERALL PHYSICAL STRENGTH DEMANDS:

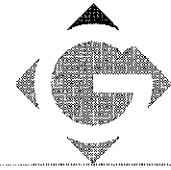
-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	F	communicating with co-workers, making presentations, observing work duties, observing work site
Sitting	N	
Walking	O	around work site
Lifting	O	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	R	equipment, tables and chairs
Reaching	O	for supplies
Handling	F	monies, paperwork
Fine Dexterity	O	computer keyboard, telephone pad
Kneeling	R	retrieving items from lower shelves/ground
Crouching	R	filing in lower drawers, retrieving items from lower shelves/ground
Crawling	N	
Bending	N	
Twisting	O	getting inside vehicle
Climbing	R	step stool
Balancing	N	
Vision	C	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	R	driving
Other (specified if applicable)	R	swinging a golf club



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Golf clubs, teaching aids, golf carts, golf ball washer, golf balls, tees, fax machine, copier

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	R
Chemical Hazards	R
Electrical Hazards	R
Fire Hazards	N
Explosives	N
Communicable Diseases	R
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	W
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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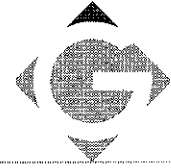
-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Shop, Driving Range

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



Job Description
PRO SHOP ASSOCIATE

Reports to: Golf Operations Manager
 Department: Parks & Recreation
 FLSA Status: Non-Exempt
 Class Code:
 Pay Grade: 106
 Approved:
 Last Revised: 7-9-2014

BRIEF DESCRIPTION:

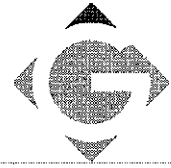
The purpose of this position is to assist the head golf professional with the operations of the Bradford Creek Golf Course. This is accomplished by providing customer service, professional advice and assistance to all patrons; supervising and training all golf shop personnel; directing and training cart staff; aiding with tournament, outing and clinic management; and assisting with purchasing, display, inventory control and promotional functions. Other duties include completing building safety inspections; making deposits to financial services; shopping for supplies; and assisting with planning and budgeting for golf operations.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

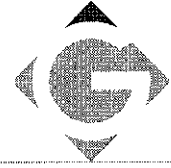
#	Code	Essential Functions	% of Time
1	L	Provides Professional Customer Service, Advice and Assistance <ul style="list-style-type: none"> • Ensure that all patrons check in and pay their fees. • Answer phone calls. • Schedule tee times. • Promote club activities and services. • Serve as a ranger on the golf course. • Assist with volunteer programs. • Ensure all guests have an enjoyable experience. 	60%
2	L	Supervises and Trains Golf Shop Personnel <ul style="list-style-type: none"> • Enforce regulations and rules. 	10%



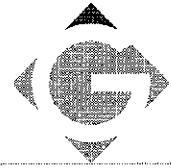
		<ul style="list-style-type: none"> • Direct operations of the point of sale system. • Help rental setups. • Prepare for closing the pro shop. • Inform guests of rules. 	
3	L	Directs and Trains the Cart Staff <ul style="list-style-type: none"> • Ensure that carts are kept clean and maintenance. • Coordinate cart repairs. • Make certain the driving range is picked regularly. • Review the cleanliness of the club house and surrounding grounds. • Keep all range baskets picked up and make sure all trash is taken out. 	10%
4	L	Assists with Inventory and Promotional and Sales Functions <ul style="list-style-type: none"> • Display and mark inventory for sale. • Log in new inventory. • Ensure the cleanliness of the pro shop. • Keep the supply room inventory at adequate levels. • Assist with marketing activities and advertisements. 	10%
5	L	Tournament, Outing and Clinic Management <ul style="list-style-type: none"> • Enter tournament information. • Assist with the junior golf program. • Aid the handicapped program. • Provide golf instruction. 	10%

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.
- Knowledge of arithmetic, algebra, geometry, statistics, and their applications.
- Knowledge of electronic equipment, and computer hardware and software, including applications.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Skilled in talking to others to convey information effectively.

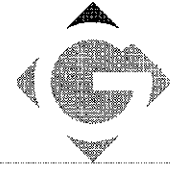


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- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
 - Skilled in being aware of others' reactions and understanding why they react as they do.
 - Ability to listen to and understand information and ideas presented through spoken words and sentences.
 - Ability to communicate information and ideas in speaking so others will understand.
 - Ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
 - Ability to communicate information and ideas in writing so others will understand.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work requires regular interaction involving exchange and receipt of information.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Basic: Work requires the use of standard technical skills appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	None



OVERALL PHYSICAL STRENGTH DEMANDS:

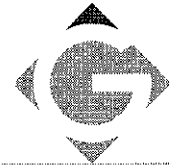
-Physical strength for this position is indicated below with "X"-					
Sedentary	Light	X	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.		Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	communicating with co-workers, observing work duties
Sitting	O	desk work, meetings
Walking	C	around work site
Lifting	F	supplies
Carrying	R	supplies
Pushing/Pulling	O	tables and chairs
Reaching	F	for supplies
Handling	C	monies
Fine Dexterity	C	calculator, computer keyboard, telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	R	retrieving items from lower shelves/ground
Crawling	R	under equipment
Bending	F	retrieving items from lower shelves/ground
Twisting	C	from computer to telephone, getting inside vehicle
Climbing	O	ladders
Balancing	R	on ladders
Vision	C	computer screen, driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone
Talking	C	communicating with co-workers and public and on telephone
Foot Controls	C	driving
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, computer, general office equipment

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	S
Noise and Vibration	N
Wetness/Humidity	S
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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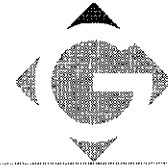
-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



Job Description GREENS SUPERVISOR

Reports to: Golf Operations Manager
 Department: Parks & Recreation
 FLSA Status: Non-exempt
 Class Code: 80000
 Pay Grade: 115
 Approved:
 Last Revised: 6-24-2014

BRIEF DESCRIPTION:

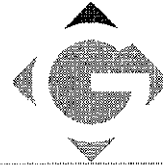
The purpose of this position is to oversee all aspects of the maintenance of the golf course as well as the facilities in order to maintain the highest standards of excellence. This is accomplished by managing daily upkeep on greens and surrounding areas as well as plantings and maintenance activities for the course, training new and existing employees in all necessary activities, providing chemical, irrigation services, and fertilization services for the course, and keeping record of all activity on the golf course.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
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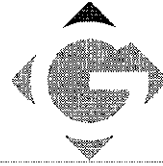
#	Code	Essential Functions	% of Time
1	L	Course Maintenance <ul style="list-style-type: none"> • Manage course by overseeing all daily and contract maintenance on course. • Develop irrigation scheduling and upkeep. • Supervise all training/workshop activities. • Oversee all golf course markings and tournament setups. 	25%
2	L	Communicate Course Condition <ul style="list-style-type: none"> • Communicate activity on the course by working with the facility manager in budget preparation and expectations. • Meet with the Facility Manager to discuss overall course conditions. • Communicate maintenance decisions and changes to customers. 	20%



3	S	<p>Course Management</p> <ul style="list-style-type: none"> • Oversee organizational tasks necessary for maintaining course by preparing estimates and bids for contracted services. • Prepare payroll and timesheet duties for all full and part time employees. • Perform yearly evaluations of Assistant Greens Supervisor, Mechanic, and all part time golf course maintenance staff. 	20%
4	L	<p>Personnel Assignments</p> <ul style="list-style-type: none"> • Determine actions necessary for golf course upkeep by maintaining employee scheduling. • Develop maintenance schedules. • Make emergency decisions when needed. • Develop daily/weekly tasks to be carried to fruition by the maintenance staff. 	20%
5	H	<p>Greens Maintenance</p> <ul style="list-style-type: none"> • Oversee physical upkeep of greens by maintaining equipment in the absence of the mechanic. • Oversee and assist in the cultural practices of all golf course areas. • Assist subordinates in the mowing, maintenance, and irrigation system upkeep of the golf course. 	15%

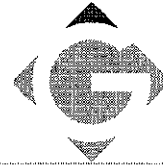
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources.
- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local or state security operations for the protection of people, data, property, and institutions.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skilled in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skilled in watching gauges, dials, or other indicators to make sure a machine is working properly.
- Skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to read and understand information and ideas presented in writing.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over three years up to and including five years.
Supervision	Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling work.
Human Collaboration Skills	Decisions regarding implementation of policies may be made. Contact may involve support of controversial positions or the negotiation of sensitive issues or important presentations. Contacts may involve stressful, negative interactions with the public requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	NC Pesticide License, Valid driver's license (Class C)



OVERALL PHYSICAL STRENGTH DEMANDS:

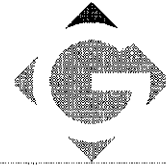
-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	communicating with co-workers, observing work duties, observing work site
Sitting	O	desk work, driving, meetings
Walking	F	around work site
Lifting	F	equipment, files, supplies
Carrying	F	equipment, files, supplies
Pushing/Pulling	O	equipment, file drawers, hose, tables and chairs
Reaching	R	for supplies
Handling	O	paperwork
Fine Dexterity	F	calculator, computer keyboard, telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	making repairs, retrieving items from lower shelves/ground
Twisting	O	getting inside vehicle
Climbing	O	ladders, on equipment, stairs
Balancing	O	on equipment
Vision	C	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and on telephone
Talking	C	communicating with co-workers and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Golf course mowers, edger, trimmers, sprayers, and other assigned equipment

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Respirator, earplugs, sunscreen, safety glasses, steel toe boots, hard hat and face shield

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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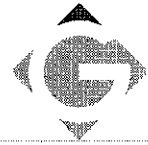
-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	X
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



Job Description
ASSISTANT GREENS SUPERVISOR

Reports to: Greens Supervisor
 Department: Parks & Recreation
 FLSA Status: Non-Exempt
 Class Code: 80001
 Pay Grade: 111
 Approved:
 Last Revised: 6-24-2014

BRIEF DESCRIPTION:

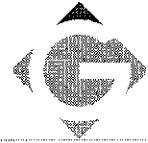
The purpose of this position is to assist with maintaining the golf course, practice area, and clubhouse facilities. This is accomplished by assisting the Greens Supervisor in horticultural and agronomy projects, delegating part time employees' work schedules, planning schedules for periodic project work, directing crew activities and troubleshooting personnel problems, diagnosing and resolving technical golf course issues, providing employee training, and maintaining a clean and well organized maintenance shop. Other duties include providing equipment and vehicle repair recommendations, overseeing security maintenance on golf course property and buildings, and tracking inventory for pesticides, fertilizers, and irrigation supplies.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

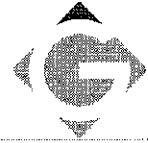
#	Code	Essential Functions	% of Time
1	L	Personnel Communication and Coordination <ul style="list-style-type: none"> • Ensure communication with subordinates by updating daily maintenance department projects. • Communicate daily work schedules. • Provide part time employee training. • Coordinate daily, weekly, and yearly goals and direction for the golf course. 	30%
2	H	Horticulture and Agronomic Management <ul style="list-style-type: none"> • Oversee horticulture and agronomic labor applications by assisting with implementing jobs and projects. • Maintain course character and markings in accordance with 	30%



		<p>the Rules of Golf.</p> <ul style="list-style-type: none"> • Apply pesticide to turf. • Repair irrigation system. • Perform all forms of physical labor. 	
3	M	<p>Crew Supervision</p> <ul style="list-style-type: none"> • Supervise crews by directing part time employees' activities. • Delegate part time employees' work schedules. • Assist in planning periodic project work. • Provide part time employee training. 	25%
4	L	<p>Maintenance and Personnel Issue Resolution</p> <ul style="list-style-type: none"> • Assist in decision making processes by diagnosing and resolving golf course maintenance problems. • Determine part time employees' tasks in the absence of the Greens Supervisor. 	10%
5	L	<p>Chemical Tracking Records</p> <ul style="list-style-type: none"> • Maintain records by tracking inventory of all pesticides used and stored. • Record irrigation use. 	5%

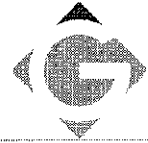
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local or state security operations for the protection of people, data, property, and institutions.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Skilled in considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skilled in watching gauges, dials, or other indicators to make sure a machine is working properly.
- Skilled in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to listen to and understand information and ideas presented through spoken words and sentences.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to operate assigned equipment, including computer equipment and various software packages.
- Ability to work cooperatively with City Officials, other employees, and the general public.
- Ability to work safely without presenting a direct threat to self or others.
- Ability to perform a broad range of supervisory responsibilities over others.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over two years of golf course maintenance experience.
Supervision	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	North Carolina Pesticide License, Class C Drivers License



OVERALL PHYSICAL STRENGTH DEMANDS:

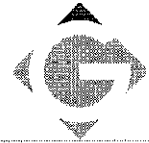
-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Constantly 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	communicating with co-workers, observing work site
Sitting	R	desk work
Walking	F	around work site
Lifting	F	equipment, supplies
Carrying	O	equipment, supplies
Pushing/Pulling	O	equipment, hose, tables and chairs
Reaching	O	for supplies
Handling	R	paperwork
Fine Dexterity	O	calculator, calibrating equipment, telephone pad
Kneeling	O	retrieving items from lower shelves/ground
Crouching	O	retrieving items from lower shelves/ground
Crawling	O	inside attics/pipes/ditches, under equipment
Bending	F	making repairs, retrieving items from lower shelves/ground
Twisting	F	getting inside vehicle
Climbing	F	ladders, onto equipment, stairs
Balancing	O	on equipment, on ladders, on step stool
Vision	C	driving, observing work site
Hearing	C	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	F	driving, operating heavy equipment
Other (specified if applicable)	N	



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Tractors, all golf course mowers, trimmers, edger, sprayers, material spreaders, front-end loaders, verification equipment

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	F
Chemical Hazards	F
Electrical Hazards	R
Fire Hazards	R
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	R
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	W

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

Respirator, Chemical Spray Suit, Earplugs, Sunscreen, Safety glasses, steel toe boots, chainsaw chaps, hard hat and face shield

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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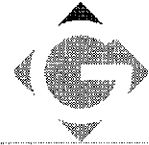
-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	O
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) Shop, Outdoors

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	X
Recreation/Neighborhood Center			

(3)N/A



Job Description
MASTER MECHANIC (Golf Operations)

Reports to: Greens Supervisor
 Department: Parks & Recreation
 FLSA Status: Non-Exempt
 Class Code: 60303
 Pay Grade: 114
 Approved: 8-18-2014
 Last revised: 8-18-2014

BRIEF DESCRIPTION:

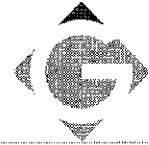
The purpose of this position is to report to the Greens Supervisor and over see a comprehensive preventive maintenance program for all golf course equipment, buildings, and assist in repairs to the irrigation system. This is accomplished by maintaining maintenance records and service schedules for all golf course equipment. Supervision and assist in the decision making of all repairs to golf course equipment. Performing all scheduled and required mower blade, reel and bed knife sharpening operations. Purchase of all maintenance shop supplies and equipment repair parts with Greens Supervisor's approval. Assist in mowing, irrigation repair and electrical repair operations on the golf course as needed by the Greens Supervisor. Other duties include maintaining detailed records of fuel (gas, diesel and heating oil) for Maintenance and Pro Shop operations. Communicate with the Greens Supervisor on mower set up and scheduling on when those operations are to take place. Test mower equipment to ensure proper cutting quality and operation.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Record Keeping <ul style="list-style-type: none"> • Keep written records of various maintenance service schedules and procedures for individual golf course machinery. • Keep written records of fuel consumption (gas, diesel, heating fuels). • Keep all equipment manuals, parts catalogs and maintenance manuals up-to-date. 	10%
2	H	Mechanical Work (Diagnostic/Inspect/Repair)	70%



		<ul style="list-style-type: none"> • Inspect, diagnose and repair mechanical defects/failures in various golf course maintenance equipment including: diesel, electric and gasoline powered vehicles, trucks, sweepers, rollers, mowers and other mechanical equipment used in utility work. • Sharpen and maintain mower blades using an automated Reel/Bed Knife grinder. • Repair and adjust the cutting mechanism on various heavy and light mowing equipment. • Set up and modify new equipment as needed by Greens Supervisor. • Spot check equipment for performance on the course. • Make emergency repairs to equipment as needed on the golf course. 	
3	S	Purchase Supplies <ul style="list-style-type: none"> • Place orders for parts and supplies needed for equipment or maintenance shop area approved by Greens Supervisor. 	10%
4	M	Other Responsibilities <ul style="list-style-type: none"> • Responsible for maintaining a clean service area and maintenance building. • Use mowing equipment at the request of the Greens Supervisor. 	10%

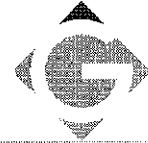
REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the methods, materials, tools, and techniques used in the repair and maintenance of gasoline, diesel, alternative fuel, and hybrid engines.
- Knowledge of preventive and corrective maintenance procedures.
- Knowledge of safety practices and procedures applied in the safe and efficient use of mechanic's tools and equipment.
- Skilled in the use of various types of testing and specialized equipment.
- Skilled in diagnosing defects in automotive and heavy equipment.
- Skilled in operating a variety of hand and power tools.
- Skilled in oral and written communication.
- Ability to perform strenuous tasks.
- Ability to adapt available tools and parts to specific repair problems.
- Ability to follow both written and oral instructions and to follow repair manuals and diagrams.
- Ability to prepare records.
- Ability to establish and maintain effective working relationships with other employees and parts vendors.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires knowledge of a specific vocational, administrative, or technical nature that may be obtained with six-months/one year of advanced study or training past the high school equivalency. Community college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Over one year up to and including three years.
Supervision	Job has no responsibility for the direction or supervision of others.
Human Collaboration Skills	Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.
Freedom to Act	Receives General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Fiscal Responsibility	This job title has no budgetary/fiscal responsibility.
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Basic - Ability to write simple sentences containing subject, verb, and object, and/or series of numbers, names, and addresses. Ordinarily, such education is obtained in elementary school up to high school. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid Driver's License (Class B)



OVERALL PHYSICAL STRENGTH DEMANDS:

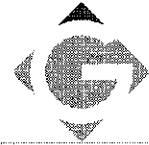
-Physical strength for this position is indicated below with "X"-				
Sedentary	Light	Medium	Heavy X	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Constantly 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	C	observing work duties, communicating with co-workers
Sitting	R	desk work, driving
Walking	C	around work site
Lifting	C	equipment, supplies
Carrying	F	equipment, supplies
Pushing/Pulling	C	equipment, hose
Reaching	O	for supplies
Handling	R	paperwork
Fine Dexterity	F	calibrating equipment
Kneeling	F	retrieving items from lower shelves/ground
Crouching	F	retrieving items from lower shelves/ground
Crawling	F	under equipment
Bending	C	making repairs, retrieving items from lower shelves/ground
Twisting	C	getting inside vehicle
Climbing	F	Ladder, under equipment, inside attics/pipes/ditches
Balancing	O	on ladder, on equipment
Vision	C	driving, observing work site, reading
Hearing	F	communicating with co-workers and on telephone, listening to equipment
Talking	F	communicating with co-workers and on telephone
Foot Controls	O	driving, operating heavy equipment
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Automated Reel Grinder, Automated Bed Knife Grinder, Welder, Equipment Lift, Parts Washer, Compressed Air Hand Tools, various power tools, various hand tools, various golf course mowers

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	O
Electrical Hazards	O
Fire Hazards	R
Explosives	R
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	

-Environmental Factors-	
Respiratory Hazards	D
Extreme Temperatures	S
Noise and Vibration	D
Wetness/Humidity	S
Physical Hazards	D

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

safety glasses, various equipment guards

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	F
Other (see 2 below)	

(2) N/A

PRIMARY WORK LOCATION:

Office Environment		Vehicle	
Warehouse		Outdoors	
Shop	X	Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A