



Job Description

Golf Course Maintenance Coordinator

Pay Grade: G04

Employment Status: Full-Time

FLSA Status: Non-exempt

Experience Required: Minimum two (2) years of experience in a related field.

Minimum Education Requirements: High School Diploma or G.E.D.

Department: Golf

Direct Supervisor: Golf Course Director

Supervisory Responsibility: Direct (x); Indirect (x)

Primary Work Location: Works inside in an office setting.

Job Summary: This position is responsible for performing advanced clerical, secretarial, and administrative work. Scope of responsibility and degree of knowledge required is complex, varied, and advanced.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Serve as the primary point of contact for internal communication between superintendents, staff, golf operations, and vendors.
- Organize and maintain the maintenance department office, filing systems, calendars, and documentation for both courses.
- Answer phones, respond to emails, and relay messages on behalf of the Superintendents.
- Maintain daily crew schedules and attendance records for Pines and Oaks staff.
- Assist with onboarding and training documentation for seasonal and full-time staff.
- Track employee time and assist with payroll reporting or submission using timekeeping software.
- Manage purchase orders and track inventory levels for fertilizers, chemicals, parts, tools, uniforms, and supplies.
- Coordinate ordering, delivery, and invoicing with vendors in alignment with budget constraints.
- Assist Superintendents in maintaining updated records of vendor contracts and service agreements.
- Maintain up-to-date logs for chemical applications (per state and federal regulations), safety data sheets (SDS), and irrigation water usage.
- Ensure compliance with OSHA regulations and help coordinate safety meetings or certifications as needed.
- Keep records of equipment maintenance and inspections with the equipment technician or mechanic.
- Assist with budgeting by tracking expenses and generating reports or summaries.
- Support Superintendents in planning and documenting capital improvement projects or course renovations.
- Coordinate logistics for large projects, outside contractors, or tournament preparation.
- Create signage, communication boards, and seasonal memos for the maintenance team.



Job Description

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Pay Grade: G04

- Assist with event planning, including staff appreciation events, training days, or external tours.
- Help streamline communication and document sharing between The Pines and The Oaks teams.
- Perform other job duties as assigned.

Knowledge, Skills, and Abilities (KSA's) for Position

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Modern office methods, practices, and equipment.
- Standard business English with accurate grammar, spelling, punctuation, and sentence structure.
- Business correspondence formats.
- Record keeping and filing system methods.
- Advanced uses of word processing, graphics, spreadsheets, database, and other applicable computer software applications.
- City's functions, policies, and procedures.

Skills

- Strong written and oral communications and relational skills.
- Public relations and customer service.
- Follow and relay complex oral and written instructions, policies and procedures.
- Basic math skills for budget and other financial calculations.
- Operate a variety of office equipment, including computer terminal, printer, calculator, fax, typewriter, Dictaphone, and copier.

Abilities

- Organize, file, and retrieve volumes of written materials.
- Develop and maintain working relationships with a diverse group of associates, including other professionals at the local, state, and national level and those providing services to the City.
- Organize and prioritize work and projects.
- Access, input, and retrieve information from a computer.

Physical Demands

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. The following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.



Job Description

Golf Course Maintenance Coordinator

Pay Grade: G04

- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



Job Description

Golf Course Maintenance Coordinator

Pay Grade: G04

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date