

## Sam Houston State University Human Resources

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### Staff Classification Description – Golf Course Mechanic

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**Skill Category:** Service/Maintenance  
**Position (Employee) Class:** 7N181 (N1)  
**Grade:** 6  
**Date:** 10/2014

**Department:** COBA, PGA/PGM Program

**Educational & Experience Requirement:** High School graduate with at least three years golf mechanic or related experience. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Oversees the upkeep of all golf course mechanical equipment, to include golf cars and related equipment.

**Supervision Given & Received:** Works under general supervision.

**Primary Responsibilities:** Services all golf course maintenance equipment including sharpening mowers and following the manufacturer's preventive maintenance schedules. Repairs golf course maintenance equipment as needed. Repairs and maintains golf car fleet and related equipment. Ensures that all safety devices are functioning according to manufacturer's specifications. Maintains a sufficient inventory of parts and supplies and orders parts and supplies as needed. Maintains work area and service and repair records. Performs other related duties as assigned.

**Other Specifications:** Position requires driving and operating a university vehicle, therefore, a valid Texas driver license and driving record acceptable to the University's insurance carrier is required. Accuracy and alertness to all duties required to avoid injury and mistakes. Must have good oral and written communication skills. Working conditions fair with exposure to some dirt, dust, grime, and electrical wiring; lifting; and other hazards associated with maintenance.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**