

Champaign County Forest Preserve District

Equipment Technician/Shop Manager

The Champaign County Forest Preserve District is seeking an Equipment Technician/Shop Manager for the Lake of the Woods Golf Course in Mahomet, Illinois. The Equipment Technician/Shop Manager is responsible for maintaining and repairing all golf course equipment to keep equipment operable and in good working order. The Equipment Technician/Shop Manager will also be responsible for oversight of the maintenance shop and other maintenance facilities.

The Lake of the Woods Golf Course is a public course which offers an 18-hole regulation course, a 9-hole Par 3, and a practice range. In addition, the course maintains its status as a Certified Audubon Sanctuary, one of only two downstate courses to earn this distinction. For more information about the course, please visit www.golfthelake.com.

This is a full-time, non-exempt, benefit eligible position with a starting wage of \$13.25 per hour. Applicants must submit an online application at www.ccfpd.org. Starting date will be October 1, 2018, or as soon as possible after the conclusion of the interview process.

JOB RESPONSIBILITIES

Essential Functions

- Develop a comprehensive preventative maintenance plan and perform routine maintenance for all golf course equipment
- Grind and sharpen reel and rotary mowing equipment to maintain proper height of cut for maximum playing conditions
- Inspect equipment on a regular basis to ensure equipment is operating safely and efficiently; diagnose problems and perform mechanical repairs as needed
- Maintain accurate and complete service records of maintenance and repairs
- Perform regular inspections of the grounds to inspect quality of cut and equipment operation; may assist with making determinations regarding the opening and closing of the course based on course conditions
- Perform preventative maintenance and repairs on the golf cart fleet
- Ensure maintenance facilities are neat, clean, organized and in compliance with all appropriate safety policies and regulations
- Train staff and volunteers on the safe operation of equipment as well as how to complete basic maintenance and repairs
- Maintain and manage shop inventory within budget; make purchasing and budget recommendations to the Golf Course Superintendent
- Assist with oversight of part-time/seasonal staff or volunteers in the absence of the Golf Course Superintendent
- Assist with irrigation system maintenance and repairs as needed
- Perform all job tasks in compliance with the District's Safety Manual and the department training manual

Secondary Responsibilities

- Strong work ethic and a commitment to excellent attendance, punctuality, and dependability
- Ability to establish and maintain effective working relationships throughout the District
- Strong customer service skills and the ability to successfully interact with persons of all backgrounds and abilities

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- Excellent oral and written communication skills; ability to communicate clearly and concisely in a professional manner
- Ability to exercise sound judgment in solving programs and making decisions; ability to respond professionally to challenging or stressful situations
- Ability to work effectively without direct supervision; excellent time management and prioritization skills
- Ability to use standard office equipment, including a computer and Microsoft Office applications
- Fluent and able to communicate in English—bilingual skills a plus
- Valid driver's license is required
- CPR/AED and First Aid certification, or the ability to become certified within 6 months of employment

REQUIRED QUALIFICATIONS

Minimum Education and Experience

- High school diploma or equivalent
- Minimum of three years of professional experience working as a golf course mechanic or performing maintenance and making mechanical repairs to golf course equipment
- Working knowledge of fluid hydraulics, automotive electronics, gas and arc welding, fabrication of specialty tools, and gas and diesel engines
- Experience with reel/bed knife grinding and maintenance
- Knowledge of and interest in the game of golf is preferred

Skills and Abilities

- Strong work ethic and a commitment to excellent attendance, punctuality, and dependability
- Ability to establish and maintain effective working relationships throughout the District
- Strong customer service skills and the ability to successfully interact with persons of all backgrounds and abilities
- Excellent oral and written communication skills; ability to communicate clearly and concisely in a professional manner
- Ability to exercise sound judgment in solving programs and making decisions; ability to respond professionally to challenging or stressful situations
- Ability to work effectively without direct supervision; excellent time management and prioritization skills
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WORK ENVIRONMENT AND PHYSICAL DEMANDS

Work may be performed outdoors under various weather conditions, including heat, cold, rain, snow, or ice. Duties may be performed in close proximity to the general public and the employee may have interactions with patrons. While performing the duties of this position, the employee may be exposed to hazardous flora and fauna (e.g. poison ivy, wild parsnip, biting/stinging insects, ticks) and chemicals

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(e.g. cleaning supplies, herbicides/pesticides, and gasoline/oil). The employee will be exposed to machinery with moving mechanical parts and high noise levels.

Normal duties may include stooping, twisting, climbing, balancing, kneeling, crouching, and crawling. Prolonged standing or walking, often on unpaved/uneven terrain, will be frequent. The employee may regularly handle, grasp, or feel objects; reach, push, or pull to reposition items; and may regularly lift and/or move up to 50 pounds and may occasionally lift/and or move up to 100 pounds with assistance. Ability to talk and hear or otherwise effectively communicate with staff and patrons is required. Visual acuity necessary for this position includes close vision, distance vision, peripheral vision, and depth perception.

Use of personal protective equipment will be required based on job specific tasks. This may include, but is not limited to, the following items:

- Work boots
- Protective gloves
- Safety goggles or glasses
- Chaps
- Earplugs or ear covers
- Reflective vest or hi-vis shirt
- Respirators or masks
- Helmets

The work environment characteristics and physical demands described above are representative of those an employee must meet to successfully perform the essential functions of this position. Reasonable accommodations may be made, in accordance with the Americans with Disabilities Act, to enable individuals with disabilities to perform the essential functions.

The Champaign County Forest Preserve District is an Equal Opportunity Employer.