505 Sims St, Truth or Consequences, NM 87901
Human Resources | 575-740-7554 | www.torcnm.gov

# Job Description Position

Position Title: PT Golf Course Maintenance Technician I
Department: Golf Course Department
Reports To: Golf Course Supervisor

Pay Grade: NE2
FLSA Status: Non-Exempt
Updated By: 01/15/2026

## General Purpose:

Performs manual and skilled groundskeeping duties to maintain the City golf course in a safe, attractive, and playable condition. Supports daily operations through turf care, equipment operation, irrigation assistance, and facility upkeep. Includes cashiering, point-of-sale transactions, and providing customer service in the pro shop, along with assisting golfers and maintaining a clean, professional environment.

## Supervision Received / Given:

Works under the supervision of the Golf Course Manager and Golf Course Supervisor. This position does not supervise other employees.

## Essential Duties and Responsibilities:

• Provides courteous, professional customer service by greeting customers, answering questions, and assisting golfers in person and by phone.
• Operates the point-of-sale (POS) system, including processing green fees, cart rentals, merchandise sales, and collecting and reconciling daily cash receipts in accordance with established procedures.
• Schedules tee times, provides information on course conditions, fees, policies, and enforces course rules and dress codes professionally.
• Assists with stocking, organizing, and maintaining a clean, orderly pro shop, clubhouse, lobby, restrooms, and surrounding areas.• Inspect, fuel, oil, and perform routine maintenance on assigned equipment.

• Issues and tracks rental equipment, including golf carts and clubs, ensuring all equipment is returned and properly accounted for.
• Coordinates with maintenance staff regarding tee time flow, course conditions, tournaments, and special events.
• Assists with tournament registration, player check-in, scoring, and related administrative tasks.
• Assists with daily course setup and teardown, hole changes, bunker maintenance, sod and seed preparation, planting, and general course upkeep.
• Performs manual and skilled groundskeeping duties, including mowing, trimming, aerifying, top dressing, fertilizing, and treating greens, tees, fairways, roughs, bunkers, and landscaped areas.
• Operates, inspects, fuels, oils, and performs routine maintenance on golf course equipment safely and efficiently.
• Maintains safe work practices, reports safety hazards, equipment issues, or customer concerns promptly, and complies with all safety policies and procedures.
• Performs special projects and other related duties as assigned.

## Minimum Qualifications:

• High school diploma or GED preferred.
• Customer service, retail, or cash-handling experience preferred.
• Ability to work a flexible schedule including weekends, evenings, and holidays.

## Knowledge, Skills, and Abilities:

• Knowledge of equipment, materials, and supplies used in golf course and grounds maintenance.
• Ability to follow oral and written instructions.
• Ability to work independently and complete assigned tasks on schedule.
• Ability to safely use hand tools, power tools, and mowing equipment.
• Ability to safely handle chemicals and materials.
• Knowledge of applicable safety practices and procedures.
• Strong customer service and interpersonal skills.
• Ability to operate a point-of-sale system, cash register, calculator, and telephone.
• Basic math skills and accuracy in cash handling.

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- Ability to communicate clearly and courteously with the public and co-workers.
- Ability to multi-task and stay organized in a busy environment.
- Basic knowledge of golf operations and terminology preferred.

## Required Licenses and Certifications:

- Valid New Mexico License.
- Must successfully pass pre-employment drug testing.
- Must successfully pass a background investigation and be free of disqualifying conditions.
- First Aid and Driver's CPR certification required within one (1) year of hire.

## Tools and Equipment Used:

- Riding and push mowers, weed eaters, and sweepers.
- Tractors, backhoes, compressors, and spray equipment.
- Hand and power tools including chainsaws, drills, and pruning tools.
- Chemicals and materials used in turf maintenance.
- Point of Sale system
- Cash register
- Standard Office Equipment
- Cleaning Supplies and tool

## Work Environment:

- Work is primarily performed outdoors and is subject to seasonal weather conditions.
- Exposure to chemicals, dust, fumes, odors, and moderate to high noise levels.
- Work involves physical activity in hot, cold, wet, or windy conditions.

## Physical Functions:

- Ability to lift and carry up to 100 pounds with assistance.
- Ability to stand or walk for extended periods on uneven surfaces.
- Frequent bending, crouching, kneeling, and reaching.
- Ability to use hands and arms for equipment operation.
- Ability to hear and communicate effectively.

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## Selection Guidelines:

Selection will be based on a formal application, rating of education and experience, oral interview(s), reference and background checks, and job-related testing where applicable. The successful candidate may need to pass a pre-employment physical examination, drug screening, psychological evaluation, or skills assessment as required for the position. Final selection will be made by the City in accordance with established policies and procedures.

## Equal Opportunity Statement:

The City of Truth or Consequences is an Equal Opportunity Employer. We are committed to providing fair and equal employment opportunities to all qualified individuals regardless of race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, genetic information, veteran status, or any other protected status under applicable federal, state, or local laws. We value diversity and encourage all qualified individuals to apply.

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Employee's Name (Print)

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Employee Signature Date

I understand that this is a uniformed full-time position in compliance with the Fair Labor Standards Act (FLSA).