

Carrie Ribeiro, SPHR
Director, Human Resources



Town of Ludlow
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**** EXTERNAL POSTING ****

Title:	Grounds/Maintenance, Seasonal	Classification:	Seasonal, Non-Union, Non-Benefited
Department:	Westover Municipal Golf Course	Grade: Temp.	Hourly rate: \$15.00 per Hour; Eff. 2/2022
Reports to:	Municipal Golf Course Superintendent	Effective Date:	March 3, 2022

GENERAL SUMMARY

Under the direction of Municipal Golf Course Superintendent or designee, Employee will perform a variety of duties to maintain the grounds of the golf course. This position also includes the operation of golf course maintenance equipment for grounds construction such as bunkers, plantings and roadways and daily tasks to prepare the golf course for our patrons. Work assignments can be of an independent task and or of a member of a crew.

KEY RESPONSIBILITIES

(The following job functions identify the most significant duties and skills of the position and does not exclude other work assignments not mentioned which would conform to the qualification standards of the position.)

Duties include but are not limited to:

- Maintain the grounds of the golf course which may require the performance of semi-skilled tasks related to grounds construction, either independently or as a member of a crew,
- Operate power equipment (mowers, trap rakes, blowers, string trimmers, etc.) associated with maintaining golf course turf, bunkers, ornamental plants, trees, buildings and road,
- May be required to perform tasks connected with building maintenance, repairs and renovations,
- Perform safety checks of equipment prior to each use and report malfunctioning or unsafe conditions of equipment to appropriate personnel or supervisor,
- Maintain a safe and clean work environment for oneself as well as for coworkers, golfers, spectators, etc.,
- Present oneself in a professional manner at all times in communications and appearance as a representative of the Town of Ludlow and Westover Municipal Golf Course,
- Perform work-related tasks as required or directed by the golf course Superintendent or designee.

MINIMUM QUALIFICATIONS

Qualified applicant must possess a valid Mass. Driver's license and have ability to pass a CORI background and drug screen. Experience operating golf course maintenance equipment preferred; knowledge of tools, method and materials used in golf course and landscape construction as well as building maintenance; possess physical ability to perform the required duties and compulsory physical condition to perform the work assignments; ability to communicate verbally and in written form, and comprehend and understand work instructions and assignments. Must be able to pay attention to detail and maintain professional working relationships with other employees and the public at all times. Regular and punctual attendance is required as well as ability to work day and night hours on weekdays, weekends and holidays as required.

SUBMISSION DEADLINE

Interested candidates should submit a **resume, cover letter and completed Town of Ludlow application** available at www.ludlowma.us:81/HR/ by **March 18, 2022**, via email to HR@ludlow.ma.us. If you have questions regarding the position, please contact Ryan at the Golf Course, (413) 583-8025. **No application submissions will be accepted if incomplete or received after the deadline.** Qualified applicants will be called for an interview. Once the position has been filled, all applicants will be notified. Applications are not held on file.