

# Sumter County Office of Human Resources



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## **Sumter County is Presently Seeking a Part-time Grounds Maintenance Worker for the Crystal Lakes Golf Course 25 hours per week**

**Examples of Work Performed:** Under supervision of the golf course supervisor, performs a variety of grounds keeping, maintenance and repair work to beautify and maintain golf course and grounds of Crystal Lakes Golf Course. Required to operate equipment, including greens mower, Tee mower, fairway mower, bunker rack machine, weed eater and other equipment. Jobs will include mowing fairways and greens, raking bunkers and changing holes on greens. Exercises care and safety in the use of equipment and tools required to complete the assigned task. Supervises community service workers as assigned. Interacts and communicates with various groups and individuals such as immediate supervisor, co-workers inmate workers, and other county department employees and the general public. Performs related duties as required. Reports to the Greens Superintendent.

**Required Knowledge, Skills & Abilities:** Has thorough knowledge of the methods, procedures and policies at Crystal Lakes Golf Course as they pertain to the performance of duties of the Grounds Maintenance Worker. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has the ability to offer assistance to co-workers and employees of other departments as required. Is able to plan for the equipment and materials needed for specific assignments. Is able to perform duties in uncomfortable outdoor weather conditions. Is able to help ensure departmental compliance with all laws and regulations and control the activities of the department through effective supervision. Has thorough knowledge of and skill in grounds maintenance procedures. Has the ability to use independent judgment as needed in performing routine tasks. Is able to read and interpret materials pertaining to the responsibilities of the job. Has knowledge of the terminology used within the department. Knows how to maintain effective relationships with personnel of other departments, co-workers, and members of the public through contact and cooperation. Knows how to react calmly and quickly in emergency situations. Has the mathematical ability to handle required calculations. Has the ability to plan, organize and prioritize daily assignments and work activities. Has the ability to learn and utilize new skills and information to improve job performance and efficiency. Has knowledge of the standard tools, materials and practices of the trade. Has skill in the care and use of required tools and equipment. Has knowledge of the occupational hazards and safety precautions of the trade. Is able to make repairs and adjustments to equipment. Is able to use independent judgment in performing routine tasks and complete without the need of direct supervision. Must be able to exert twenty pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Must be able to lift and/or carry weights of up to 150 pounds.

**Minimum Requirements:** Requires a vocational diploma in grounds management, maintenance, mechanical/electrical repair or related field supplemented by three to five years of maintenance experience, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid South Carolina Driver's License and a satisfactory driving record.

**Benefits:** One of the most important benefits offered to full time Sumter County employees is the opportunity to select the State Health Plan for insurance coverage. The plan offers complete freedom of choice in selecting a doctor or health care provider, the choice of treatment facilities, as well as where and how to purchase medication. Retirement benefits are offered through the South Carolina Retirement System (SCRS) and the Police Officers Retirement System (PORS) for County employees who are eligible. A complete listing of benefits offered will be given at the interview and again during the benefits orientation.

### **Qualified applicants interested in applying should:**

Visit our website at [www.sumtercountysc.org](http://www.sumtercountysc.org) for a pre-employment application

**And**

E-mail cover letter, résumé and application to [tjefferson@sumtercountysc.org](mailto:tjefferson@sumtercountysc.org)

**Or**

Fax cover letter, résumé and application to (803) 774-2827

**Opening Date: September 12, 2018**

**Closing Date: Open until Filled**

**EEO/AA  
DRUGS DON'T WORK**

