

MAINTENANCE SUPERVISOR
(Irrigation/Tractor Operator)
NS-4749-07

I. INTRODUCTION

This position is located in the Golf Division of the Morale, Welfare and Recreation (MWR) Department, Navy Region Southwest. The primary purpose of this position is to supervise workers maintaining the golf course grounds in quality playing condition by performing corrective and preventive maintenance on a computerized and or manual irrigation system and pump station.

II. MAJOR DUTIES

1. Provides direction of assignments, training and scheduling for Maintenance Workers, Gardeners, and Laborers. Assures employees are fully trained and have proper equipment and knowledge to perform work. Follows established work cycles and sequences in work assignments. Provides input to supervisor on status and progress of work and/or causes of any work delays. Assist with work performance appraisals provides information on attendance and other personnel actions requiring action. Maintains reports and records as assigned. Supports and explains work direction and goals to workers.
2. Responsible for performing corrective and preventive maintenance on a computerized and/or manual irrigation system and pump station. Troubleshoots, inspects, repairs and/or replaces parts and systems to the irrigation system and pump station. Repair irrigation leaks, field wire breaks or defects. Replaces new installation. Responsible for programming, scheduling, adjustments and monitoring all irrigation systems and pump station. Diagnosis and determines extent of repairs required on all irrigation equipment. Recommends to supervisor parts and equipment needing replacement.
3. Uses a variety of equipment, such as a multimeter, listing and measuring instruments, in the maintenance, repair and installation of irrigation system times, sprinkler heads, low voltage electric lines and switches. Ensure systems are repaired in a timely and cost efficient manner.
4. Responsible for overall uniformity and condition of turf quality, tree, shrubs and ground cover relating to irrigation application. Responsible for supplement irrigation applications to include, but not limited to, hand watering, running of portable sprinklers, manual activation of systems. Advises supervisor of any problems, or potential problem areas.
5. Operates a backhoe and trencher to install new irrigation lines. May be required to manually dig trenches to accommodate lines. Digs trenches, cleans ditches and removes weeds.
6. Maintains tools and equipment in good working order. Cleans and sharpens tools as needed. Ensures compliance to fire and safety rules and regulations. Performs general housekeeping, tasks to ensure appropriate standards of appearance and cleanliness of assigned spaces.
7. Drives maintenance vehicles on side roads, golf course access paths, and state roads. Assists Tractor Operators in the performance of their duties.
8. Performs other related duties as assigned.

III. SKILL AND KNOWLEDGE REQUIRED

Three years experience with computerized irrigation systems.

One year of experience working with wiring of electrical systems.

Ability to read and interpret blueprints.

Ability to operate a tractor, 2 years experience is desired.

Knowledge, skill and ability to use a wide range of tools and ground-keeping machinery.

Knowledge and ability to a variety of meters and testing and measuring equipment within the irrigation field.

Knowledge of computer background preferred.

Ability to diagnose, troubleshoot, replace, repair and install an irrigation system.

Knowledge of soils, fertilizers, drainage, insects, turf diseases, fungicides, herbicides, weeds and insecticides.

Must pass a pre-employment physical.

Ability to maintain reports and records.

Ability to provide verbal and written instructions.

Ability to communicate and deal effectively with others.

Must have a current state driver's license.

IV. RESPONSIBILITY

Works under the general supervision of the Golf Course Superintendent. Work assignments are received orally and/or in writing, according to a general maintenance plan. Problems that are not of routine nature or delays in work deadlines are referred to supervisor. Work is reviewed in terms of inspections, timeliness of completing assignments, standards and appearance of assigned areas. The incumbent is responsible for ensuring employees are fully trained to safely operate assigned equipment.

V. PHYSICAL EFFORT

Requires prolonged standing, stooping, bending, kneeling, climbing, and working in tiring and uncomfortable positions. Lifts, carries, and sets up materials and equipment weighing up to 40 lbs. Occasionally may handle materials and equipment weighing 50 lbs. and over.

VI. WORKING CONDITIONS

Incumbent will work outdoors and will be exposed to hot sun, dust, inclement weather, noise, jolting, and vibrations and wet conditions on the golf course. Subject to cuts, bruises and chapped hands. Must wear protective gear issued.