

**PUBLIC NOTICE**  
**BOARD OF DIRECTORS MEETING**  
**FOR THE**  
**DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION**

**will meet**

**Tuesday, October 16, 2018, at 5:30 p.m.**

**at**

**Douglas Golf Course**  
**1372 E. Fairway Drive**  
**Douglas, AZ**

PURSUANT TO THE AMERICANS WITH DISABILITIES ACT (ADA), THE CITY OF DOUGLAS DOES NOT, BY REASON OF A DISABILITY, EXCLUDE FROM PARTICIPATION IN OR DENY BENEFITS OF SERVICES, PROGRAMS OR ACTIVITIES OR DISCRIMINATE AGAINST ANY QUALIFIED PERSON WITH A DISABILITY. INQUIRIES REGARDING COMPLIANCE WITH ADA PROVISIONS, ACCESSIBILITY OR ACCOMMODATION CAN BE DIRECTED TO RENE MOLINA WITHIN 72 HOURS AT 520.417.7312, FAX 520.417.7143, 425 10TH STREET, DOUGLAS, ARIZONA 85607.

## AGENDA

Board of Directors Meeting  
Douglas Public Facility Municipal Property Corporation

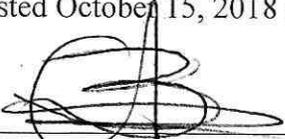
Tuesday, October 16, 2018, at 5:30 p.m.

at

Douglas Golf Course  
1372 Fairway Drive  
Douglas, AZ 85607

1. Call to Order
2. Roll Call
3. Persons wishing to address the committee in writing or verbally on any item not on the agenda.
4. Report or update on current Balance Sheet(s) and/or Bank Balance(s).
5. Information with Discussion and possible Decision/Direction on formal documentation on Greens Keeper job description and potential employment terms.
6. Information with Discussion and possible Decision on standing report from staff regarding maintenance at the golf course MPC facility, or Clubhouse cleaning, maintenance or repairs.
10. Information/Update with a possible Discussion/Decision on any recent events, occurrences, tournament updates or concerns at the golf course since the September 2018 meeting.
11. Discussion and direction/consensus for items to be discussed at future meetings.
12. Adjournment

Posted October 15, 2018 at 4:30 p.m. by:



Alma Andrade, Deputy City Clerk

# 10/15/2018 DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION

**Job Title:** Golf Greens Keeper

**Reports To:** DOUGLAS PUBLIC FACILITY MUNICIPAL PROPERTY CORPORATION

**Department:** N/A

**FLSA:** EXEMPT

**Salary:** \$1,500 every two (2) weeks (\$39,000/year) for a minimum 40 hours of work to be performed during a 7 Day workweek. Retention decision of position to be approved by MPC Board.

## **JOB SUMMARY:**

This is supervisory and skilled work in directing the care and maintenance of a golf course. The employee is responsible for hands-on work and also supervising the work of subordinates, setting priorities, and scheduling work to be performed as well as fully participating in the day-to-day care and maintenance of the golf course, equipment, and other related structures.

## **ESSENTIAL FUNCTIONS:**

(May not include all of the duties, nor do the listed examples include all tasks which may be found in this position.)

1. Supervises and coordinates activities of workers engaged in the preservation and maintenance of grounds, turf, and facilities on the golf course.
2. Determines work priority and assigns workers to specific tasks, such as fertilizing, seeding, mowing, raking and spraying.
3. Plans and reviews work projects.
4. Directs and assists workers engaged in maintenance and repair of all mechanical equipment and all duties related to the golf course.
5. Lays out, installs, maintains, adjusts, and repairs drip and sprinkler systems and other water lines within landscaped areas in golf course including electrical controls, valves, pumps, etc.
6. Recognizes, analyzes and defines grass diseases and fungus and appropriate solutions.
7. Mixes, prepares, and sprays recommended herbicidal and pesticidal solutions in golf course, and maintains certification for same.

8. Orders all materials, parts, tools, and equipment needed to maintain golf course.
9. Operates and conducts routine maintenance on light equipment such as ditch witches, backhoes, front-end loaders, and mowers.
10. Operates tractor, using specific attachments, to till, cultivate, and grade new turf areas, apply prescribed amounts of lime, fertilizer, insecticide, and fungicide.
11. Designs and rebuilds greens, tees, water hazards, and bunkers.
12. Mows, waters, and trims rough and fairway areas, greens, and tee boxes at designated cuts; prunes and waters trees, plants, shrubs and trims hedges with hand or power driven equipment.
13. Digs and rakes ground to prepare new greens, grade, and clean traps, and repair roadbeds using shovels, rakes, spades and other tools.
14. Plants and sprays grass, trees, shrubs and flowers.
15. Perform other related work as the MPC President, Board and/or General Manager may direct, or direction from an immediate supervisor that may be assigned.
16. Reports directly to the MPC President, Board and/or General Manager, and must attend all such scheduled MPC meetings.

(The duties listed above are intended only as illustrations of the various types of work performed. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)

## **EVALUATION FACTORS:**

### **Desirable Skills, Knowledge, and Abilities**

- Ability to plan, layout, assign, and review the work and supervisory performance.
- Ability to exercise initiative and directive skills in a supervisory capacity.
- Thorough knowledge of the principles, methods, materials and practices used in the care and maintenance of a golf course.
- Thorough knowledge of grasses used for greens and fairways including propagating, maintaining, and treating deficiencies, diseases and insect damage.
- Considerable knowledge of fertilizers, insecticides, herbicides, fungicides, and pesticides.
- Ability to obtain State Pesticide Certification.
- Considerable knowledge of irrigation system components, controls and operation.
- Considerable knowledge of maintenance equipment operation, routine maintenance, adjustment and safety procedures for operation.
- Ability to operate truck and light equipment such as: tractor, front end loader, backhoe, ditch witch.
- Knowledge of the hazards and safety precautions associated with the all the functions of this job.
- Knowledge of golf course rules and regulations and methods of play.
- Skill in propagating, maintaining and treating golf course grasses and plants.
- Ability to identify grass and plant deficiencies and diseases.
- Ability to estimate material and supply quantities, equipment needs and manpower required for golf course maintenance.
- Ability to perform physical labor outdoors for long periods of time.
- Ability to establish and maintain effective working relationships with associate

personnel, club management, and the general public.

- Ability to communicate effectively and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with associate personnel.

### **RESPONSIBILITY:**

Minimal supervision received.

Decision-making governed by procedure and objectives focused on seasonal and yearly operations. Continually responsible for safety of workers and the general public. Ultimately, responsible for determining and minimizing expenditures used to maintain and preserve fragile and valuable turf. Frequently cares for and maintains related equipment. Frequently interacts and maintains and contact with general public.

### **EFFORT:**

Most duties involve supervisory work. Some maintenance requiring average effort at an intermittent pace. Pressures result from safety responsibilities of workers and general public from hazardous chemicals. Pressures also results from care for highly disease susceptible turf and public demand for quality course. Occasionally lift objects weighing up to 60 lbs.

### **WORKING CONDITIONS:**

Work is performed primarily outside with exposure to weather extremes primarily hot temperatures, fumes, chemicals, and many kinds of moving equipment.

### **MINIMUM QUALIFICATIONS:**

High School Diploma or G.E.D. Considerable (five years) experience in golf course maintenance including turf management and irrigation systems. Experience with bent grass greens. Arizona Structural Pest Control certification and Valid Arizona driver's license.