



MOOR PARK GOLF CLUB

JOB DESCRIPTION

Role Title: Head Mechanic

Responsible to: Course Manager

Purpose of Role:

- To carry out maintenance and repairs of all golf course equipment, vehicles and machinery. Liaising with the Course Manager in accordance with the Company's Training and Health and Safety manuals.

Hours & Remuneration:

- You will be required to work annualised hours over a 7 day period, which will include weekend work
- 40 Hours Per Week
- Salary: £32'000 to £40'000

Principal Duties & Responsibilities:

- To service all machinery as per operator's manual to maintain equipment reliability and safe use
- To repair breakdowns promptly and prioritise works in accordance to course requirements
- To sharpen all cutting units and mowing blades on a regular basis to ensure plant health through quality of cut
- Responsible for fuel and oil inventories and fuel facilities, making sure orders are received correctly and accounted for.
- Keep full detailed records of servicing and repairs.
- Keep detailed records of budgetary spending, inventory control on a month-by-month basis, liaising closely with the Course Manager.
- Keep detailed records of workshop servicing including lifting hoist, air compressor, and arrange service intervals accordingly as per our service contract.
- Maintain workshop in orderly condition, cleaning working areas after repairs are complete
- Daily setup of Machinery
- Adhere to compound lock up procedure.
- At all times, to work within the Company's Health and Safety Policies and procedures.
- Any additional duties as required to achieve the expected standard

- To carry out any other reasonable request as required by senior management.

Training and Development

- Identify and, with your line manager, action you're training and development needs.
- Maintain your knowledge of company systems and processes

Relationships

- Promote good relationships with all other employees/teams within the company
- Establish and maintain excellent relations with members clients and suppliers
- Support and promote a pleasant and trust worthy working environment.
- Offer guidance and support to temporary and casual staff members as required.

General

- Communicate fully any situation that may affect the ability of you or your team to fulfil your role
- Listen to and relay customer feedback.
- Maintain high standards in terms of personal appearance conduct and respect of Company property
- Maintain excellent customer relationship at all times.

Qualifications and experience required for this role:

Desirable

- Previous position of Golf Course Head Mechanic
- City and Guilds qualifications or NVQ qualified to level 3 in Mechanical engineering
- Have a basic understanding of the game of golf
- First Aid Certificate
- Toro Turf Care Mechanics Certified

Essential

- Proven knowledge of maintaining a wide range of Golf Course maintenance equipment and plant.
- A keen eye to detail and insist on exceptional standards of quality.
- Certification in operation and maintenance of bed knife and reel grinders, reel mowers, diesel engine diagnostics, hydraulics, after cut trouble shooting, abrasive wheels safe use, the safe use of oxy/ace
- Use of Microsoft Office programs
- Maths, English at GCSE grade "c" or above
- Good Communication and organisational skills

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.