



MIRAMONT



Groundskeepers

JOB SUMMARY

Maintain golf course and landscaping around the course, clubhouse and other club facilities, including parking lots. Groundskeepers are asked to utilize hand tools and equipment/hand-held power equipment. Training will be provided for independent assignments. This is an entry-level position.

ESSENTIAL JOB FUNCTIONS

- Plants and maintains ornamental shrubs and trees.
- Trims and feeds shrubs and trees fence lines, lake banks, bunker edges and hillsides; removes cuttings.
- Maintains landscape beds around the clubhouse and club grounds.
- Rakes and blows leaves.
- Mows greens and fairways by operating walk-behind as well as hover mowers turf equipment.
- Prepares and lays sod.
- Prepares soil plant beds, and establishes plantings by seed or transplants.
- Maintains annual and perennial flowers in aesthetic arrangements.
- Edges cart paths.
- Edges, rakes and maintains sand bunkers.



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ESSENTIAL JOB FUNCTIONS *continued*

- Sands tee tops and drop area divots.
- Repairs and maintains driving range tees.
- Loads and unloads materials.
- Cleans equipment used in the practice area.
- Washes and returns all equipment to the designated location at the maintenance facility; and cleans the maintenance areas.
- Aerifies and spikes greens.
- Digs holes and trenches to maintain or construct irrigation and drainage lines.
- Installs pipe and backfill excavations.
- Removes trash around the golf course, clubhouse and club grounds, and empties garbage cans.
- Assists in project work
- Intend to live our mission, help us build upon our vision and uphold our values.
- Performs other duties as directed by the assistant superintendent or superintendent.

JOB QUALIFICATIONS

- Good attitude and highly motivated self-starter.
- High School diploma or equivalent.
- Must be able to handle stress in a healthy and professional manner.
- Must be able to complete tasks in an accurate and timely manner.
- Knowledge of and ability to use hand tools and equipment.
- Has the ability to learn new technologies/equipment as necessary.
- Knowledge of golf course operations preferred.
- Knowledge of irrigation systems preferred.
- Knowledge of and ability to perform required role in emergency situations.
- Regularly exposed to moving mechanical parts and outside weather conditions.
- Frequently exposed to fumes or airborne particles and toxic or caustic chemicals.
- Occasionally exposed to wet and/or humid conditions; high, precarious places; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate to loud.
- Able to meet and perform the physical requirements and to work effectively in an environment which is typical of this position.
- Frequent lifting, bending, climbing, stooping and pulling.
- May need to use some protective equipment, such as a respirator, gloves, earplugs, eye guards/visors, boots and hat.



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PHYSICAL REQUIREMENTS

- Must be able to stand; walk; bend; and use hands to finger, handle or feel.
- Must be able to reach with hands and arms; talk and hear.
- Must be able to occasionally lift and/or move up to 80 pounds.
- Must be able to work in a busy, noisy environment.
- Must be able to handle outdoor working conditions which may be cold, hot, humid, wet/slippery.
- Must be able to frequently lift, bend, climb, stoop and pull.
- Must be able to continuously stand, sit and walk.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

This job description is an outline of job requirements and may not include all job functions that will be required by Miramont Country Club. This description is subject to change without notice.

HOW TO APPLY

Email your completed application to mcglothlin@miramont.cc.



Mission and Vision Statements

VISION STATEMENT: We create a home-away-from-home by maintaining a culture of integrity, excellence, gratitude and respect.

MISSION STATEMENT: We are committed to being an extraordinary, family-focused Club that consistently provides genuine hospitality, memorable events and superior facilities.

Core Values

These values apply to Members, guests and team, preserving Miramont's culture of integrity, excellence, gratitude and mutual respect:

- **Family-focused:** We treat each other, Members and guests as family.
- **Affirmative environment:** We strive to make the answer "YES."
- **Welcoming:** We communicate first, displaying authentic hospitality.
- **Commitment to growth:** We continually evolve ourselves and our Club.
- **Professionalism:** We are professional in everything we do.
- **Ownership:** We take ownership of our actions.
- **Safety:** We are committed to safety.

SKILLS:

- Typing _____ WPM
- 10-Key _____ Touch _____ Sight
- Data entry
- Switchboard or multi-line phone systems _____ (Number of Lines)
- Other: _____

COMPUTER:

- Jonas
- Software (to include word processing, spreadsheets, databases or other applications): _____
- Hardware: _____
- Programming: _____
- Operating Systems: _____
- Other: _____

EDUCATION:

Name	Address	Major	Circle Last Year Completed	Did you graduate?	Degree
High School/Preparatory			1 2 3 4		
Business School			1 2 3 4		
College			1 2 3 4		
Graduate Work			1 2 3 4		
Other (Describe)			1 2 3 4		

If you did not graduate, why did you leave school or college? _____

Are you planning or pursue further studies? Yes No Day School Night School

If so, when, where, and what courses? _____

Schedule (if currently enrolled): _____

MISSION, VISION AND CORE VALUES: *Use the space below to describe in your own words what you think about Miramont's Mission, Vision and Core Values and how you plan to contribute to the company's Mission. If you need more space, please continue on a separate sheet or the back.*

WORK HISTORY: *Start with your present or most recent job. Please list all previous employers – including any periods of self-employment, part-time and temporary/seasonal work. Include only employers located in the United States. If you need additional space, please use the back of this page.*

1	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

2	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

3	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

4	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

5	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

6	Company		Address		Telephone
	Dates Employed From	To	Job Title <input type="checkbox"/> PT <input type="checkbox"/> FT	Starting Salary	Ending or Salary
List each job title, dates in each position and job duties and indicate whether part-time or full-time					Reason for leaving

May we contact the above Employers for reference checking purposes? Yes No

Please identify, by number, any Employer you do not wish us to contact. _____

REFERENCES: *Please list the names, email addresses and phone numbers of two personal references, excluding relatives.*

GENERAL INFORMATION:

Part of our employment process will involve a background investigation. The background investigation will include a criminal investigation and may include the procurement of your fingerprints. (In the event fingerprints are procured, they will be processed by the Federal Bureau of Investigation.) This process is designed to notify the Company of any criminal record you may have.

It is critical that the questions listed below be completed fully and accurately. Please note that a conviction or pretrial diversion or similar program does not automatically disqualify you from employment. It is our preference to discuss any potential concerns prior to employment. If you are employed by the Company, and there is a discrepancy between law enforcement records and any of your responses to the questions below, you may be terminated at any time during your employment.

Have you ever been refused bonding coverage or had bonding coverage canceled? Yes No

If yes, please explain: _____

Have you ever been convicted of any criminal offense (including misdemeanor or felony or any other categories or types of offenses) or agreed to enter into a pretrial diversion or similar program, including deferred adjudication, in connection with prosecution for such an offense? Yes No

If yes, please explain: _____

CERTIFICATION AND ASSENT:

I hereby certify that the statements I have made are true, and, if I am subsequently employed by the Company, that I may be subject to discharge if they are found to be false. I have provided the information above voluntarily and without coercion. I also understand that employment and continued employment is conditional upon the Company securing and retaining an acceptable fidelity bond on me.

I understand that the Company is required to make an inquiry regarding criminal records which may include procuring my fingerprints, at the Company's expense, and I agree to have my fingerprints submitted to the Federal Bureau of Investigation and other law enforcement officials and agencies nationwide for a criminal records investigation. The Company reserves the right to perform a criminal background investigation, which may include the submission or resubmission of fingerprints, on current employees, at any time. Employment and continued employment is contingent upon a satisfactory investigation.

I release the Company, its predecessors, successors, subsidiaries, past and present officers, directors, agents, servants, employees, and assigns from any and all claims relating to the criminal background investigation and/or my submission to being fingerprinted and relating to any consequences from the fingerprinting program.

Signature of Applicant

Date