POSITION DESCRIPTION
Bay Mills Resort & Casinos

POSITION: Maintenance
LICENSED: No

DEPARTMENT: Wild Bluff Golf Course
GRADE: 10 ($12.75-19.13)

REPORTS TO: Superintendent
STATUS: Non-Exempt

POSITION SUMMARY:
Under the supervision of the Superintendent, the position is responsible for the completion of the daily scheduled and unscheduled maintenance of the Wild Bluff Golf Course. Receives written work orders or verbal instruction to perform various duties to maintain the grounds using a variety of machines, tools, and equipment.

Employees wishing to transfer to golf course positions will be able to maintain health benefits and anniversary date for leave accruals. However, employees will not be allowed to use vacation time during summer months. At the end of the golf season, employees will be allowed to transfer to other positions, based on availability, or be placed on lay-off. To maintain benefit eligibility, employee must return to full time regular employment at the end of the season.

ESSENTIAL FUNCTIONS:
1. Provides exemplary customer service by “Exceeding Expectations One Opportunity at a Time”.
2. The position may perform but is not limited to any of the following duties:
   ❑  Raking leaves, grass, and debris;
   ❑  Shoveling;
   ❑  Push mowing;
   ❑  Use of riding mowers and tractors;
   ❑  Trimming weeds;
   ❑  Hauling sod;
   ❑  Hauling and clearing brush;
   ❑  Fertilizing greens and tees;
   ❑  Other general maintenance related duties.
3. The position is responsible for wearing of all provided safety equipment and abiding by all safety instructions for use of equipment.
4. Responsible for reporting to work on time and ready for work.
5. Responsible for starting shift in a clean proper uniform.
6. Responsible for learning and following the daily policies and procedures for Wild Bluff Golf Course and Bay Mills Resort & Casinos.
7. Must attend any and all mandatory trainings offered through the Bay Mills Human Resources Training Department and/or Department Directing.

Maintenance – ORG15F
Approved: 7/4/2021
8. Other duties may be assigned within the scope and complexity of this position’s essential functions.

**PHYSICAL REQUIREMENTS:**
While performing the duties of this job, the employee is frequently required to stand, walk, bend, push, crouch, and carry weights of up to 75 pounds. The employee is frequently required to work with and around fertilizing chemicals and supplies. The employee is exposed to outdoor weather conditions. The employee is regularly exposed to heights, moving machinery, driving automotive equipment, marked changes in temperature and humidity, dust, fumes, and gases.

**POSITION REQUIREMENTS:**
1. Must have a high school diploma or equivalent.
2. Must be 18 years or older.
3. Must have prior experience working on golf course grounds crew.
4. Must have past experience utilizing golf course maintenance equipment including golf turf grass equipment.
5. Preference will be given to those applicants with prior Wild Bluff experience (within the last 12 months); who ended their previous experience in a positive fashion; i.e. resignation with notice, end of season lay-off or transfer.
6. Must have demonstrated the ability to get along with fellow co-workers.
7. Must possess a friendly, out-going, and cooperative personality.
8. Must have a clean, neat, and professional appearance.
9. Must be willing to work varying shifts, holidays and weekends. Shifts may start as early as 6:00 AM. Must be dependable and flexible with work schedule.
10. Must possess positive attitude towards customers and fellow employees at all times.
11. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.
12. Must have an excellent past work record, including attendance.

**PREFERENCE:** Preference will be given to those of Native American descent.

**CLOSING DATE:** OPEN UNTIL FILLED

**APPLY TO:**
Send Resume and Application to:

Erin Forrester, HR Generalist
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI  49715
(906) 248-8526
eforrester@baymills.org
Subject: WB Maintenance
**Applications can be found on the Bay Mills website at www.baymills.org under the employment section**