CITY OF BROOKLYN PARK
invites applications for the position of:

Equipment Technician/Shop Manager -
Edinburgh USA Golf Course

SALARY:
$26.86 - $34.52 Hourly
$4,655.73 - $5,983.47 Monthly
$55,868.80 - $71,801.60 Annually

OPENING DATE: 09/17/18
CLOSING DATE: 10/05/18 11:59 PM

POSITION SUMMARY:
Edinburgh USA is currently recruiting applicants to fill full time benefited position to be responsible for all aspects of daily care, preventative maintenance and repair of all equipment associated with maintaining a golf course.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintain all equipment to manufacturers specifications
- Respond timely and efficiently to emergency repairs
- Maintain an open line of communication with the Golf Course Superintendent to ensure that all maintenance and repairs can be performed in an efficient manner that minimizes down time.
- Log and maintain records for all equipment repairs and preventative maintenance
- Grind reels and bed knives
- Perform hydraulic and electrical system troubleshooting and repairs
- Perform in-field visits to inspect equipment performance
- Perform daily checks of cutting units to ensure sharpness and correct HOC
- Assist training staff on the proper use of equipment
- Maintain E-Z-Go lithium ion electric golf car fleet
- Maintain range picking units and ball washers
- Order all equipment parts and supplies while ensuring effective budget management
- Maintain equipment and supply vendor relationships
- Coordinate/schedule/perform all snow removal operations
- Maintain a clean and safe shop area
- Order and maintain property fuel levels
- Maintain waste disposal and waste disposal keeping
- Perform some basic handy-man duties facility-wide when requested
- Work on the golf course as needed
- Other tasks assigned by supervisor

MINIMUM AND DESIRED QUALIFICATIONS:

Minimum Qualifications:

- Must be 18 years of age.
- Must possess a Class C driver's license or higher (and obtain a Class A driver's license upon hire)
Two (2) years' experience in general repair and mechanic maintenance of vehicles and/or small equipment.
- Coursework in Mechanic/Maintenance study
- Ability to follow written and verbal instructions.
- Ability to work independently with minimal supervision.
- Ability to communicate in a courteous and professional manner.
- Ability to provide a level of service that meets or exceeds customer and employer expectations.
- Ability to lift 50 pounds.
- Ability to meet the physical demands of the position.
- Ability to work outdoors in a variety of weather conditions and temperature extremes.

**Desired Qualifications:**

- Experience in golf course equipment repair and maintenance.
- Experience in small engine repair and troubleshooting.
- Experience in reel grinding and mower setup
- Experience operating turf maintenance equipment.
- Experience with welding - arc, wire feed and gas.
- Experience with hydrologic system maintenance, repair, and troubleshooting.
- Experience with electrical systems maintenance and repair.
- Ability to multi-task
- CPR, First Aid, AED certification
- Low Voltage Electrician's License

**Equivalency**
An equivalent combination of education and experience closely related to the duties of the position MAY be considered.

**Background Check**
The City has determined that a criminal background check and/or qualifications check may be necessary for certain positions with this job title. Applicants may be required to sign an informed consent form allowing the City to obtain their criminal history and/or verify their qualifications in connection with the position sought. Applicants who do not sign the informed consent form will not be further considered for the position.

**Drug and Alcohol Testing**
All job applicants must pass a pre-employment drug and alcohol test once a conditional offer of employment has been made. Applicants will be required to sign a notification and consent form prior to undergoing drug and alcohol testing. Applicants who do not consent to undergo drug and alcohol testing will not be required to do so and the City will withdraw the conditional job offer, resulting in the job applicant no longer being considered for the position.

**Medical Examination:** After a conditional job offer, candidates will be required to pass a medical exam prior to employment. Applicants who do not consent to undergo any part of the medical exam will not be required to do so and the City will withdraw the conditional job offer resulting in the job applicant no longer being considered for the position.

**Selection Process**
The selection process will consist of one or more of the following steps: a rating of relevant education and experience and/or an oral examination (100%). It is important that your application show all the relevant education and experience you possess. This information will be used to determine which candidates will proceed in the selection process. A submitted application is also used to verify the answers to any supplemental questions.
Eligible List: The eligible list will expire one month after it has been established.

Core Operational Values
Ability to work within the City's value system where individuals are valued and respected for their unique differences, experiences, skills and knowledge.

INCLUSION: We value all people and diverse ideas
- Cultural competency
- Address economic, geographic & racial inequities
- Include the people affected in decision-making
- Engagement is part of our DNA

PARTNERSHIP: We build trusting partnerships
- Teamwork
- Working within & between departments
- Partnering with residents & community stakeholders
- Open & honest communication

ACCOUNTABILITY: We're accountable for our actions and results
- Ethical decisions
- Personal & professional responsibility
- Responsible stewardship of the community's resources
- Excellent service & results

LEARNING: We learn and improve each day
- Continuous improvement & innovation
- Opportunities for learning and training
- Thriving employee culture & learning environment
- Professional and personal growth

BP2025 Goals
Ability to work towards a set of goals to further strengthen and grow the community.

1. UNITED COMMUNITY: A united and welcoming community strengthened by our diversity
2. BEAUTIFUL PLACES: Beautiful spaces and quality infrastructure make Brooklyn Park a unique destination
3. THRIVING ECONOMY: A balanced economic environment that empowers businesses and people to thrive
4. HEALTHY & SAFE PEOPLE: People of all ages have what they need to feel healthy and safe
5. INCREASED EQUITY: Partnerships that increase racial and economic equity empower residents and neighborhoods to prosper
6. EFFECTIVE, ENGAGING GOVERNMENT: Effective and engaging government recognized as a leader

ADDITIONAL INFORMATION:
Department/Division: Recreation and Parks/Edinburgh USA
Anticipated Work Schedule:
The position is full time, benefited position. Work shifts will vary, but typically be from 7:00 AM to 3:00 PM Monday through Friday, with weekend shifts/hours as needed.

Anticipated Hiring Wage: $26.86-$29.05, depending on qualifications.

Grade: NE8; Maintenance Shop Coordinator

If you have any questions about this position, please contact Matt Olsonoski at 763-315-8575 or email Matt.Olsonoski@brooklynpark.org.

APPLICATIONS MAY BE FILED ONLINE AT:
http://www.brooklynpark.org

5200 85th Avenue N
Brooklyn Park, MN 55443
763-493-8016

humanresources@brooklynpark.org

Equipment Technician/Shop Manager -
Edinburgh USA Golf Course Supplemental Questionnaire

* 1. Did you graduate from an accredited vocational/technical school and/or related vocational/technical training in vehicle/equipment mechanical maintenance?
   ☐ Yes
   ☐ No

* 2. Which level best describes your previous experience performing vehicle/equipment mechanical maintenance tasks on **golf specialty equipment**?
   ☐ No experience in golf specialty equipment
   ☐ Less than 1 year
   ☐ 1 year to less than 2 years
   ☐ 2 years to less than 3 years
   ☐ 3 years to less than 4 years
   ☐ 4 years to less than 5 years
   ☐ 5 years to less than 6 years
   ☐ 6 years to less than 7 years
   ☐ 7 or more years

* 3. Do you possess a valid Minnesota Class "A" driver's license?
   ☐ Yes
   ☐ No

* 4. Which level best describes your experience in a park maintenance department including turf maintenance, mowing, seeding, aerating, irrigation systems, building maintenance, snow removal, etc.?
   ☐ No experience
   ☐ Less than 1 year
   ☐ 1 year to less than 2 years
   ☐ 2 years to less than 3 years
   ☐ 3 years to less than 4 years
* 5. Which level best describes your experience in maintenance of complex electrical, hydraulic and pneumatic power systems?
   - No experience
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 4 years
   - 4 years to less than 5 years
   - 5 years or more

* 6. Which level best describes your experience in equipment maintenance including welding and fabrication?
   - No experience
   - Less than 1 year
   - 1 year to less than 2 years
   - 2 years to less than 3 years
   - 3 years to less than 4 years
   - 4 years to less than 5 years
   - 5 years or more

* 7. How many courses, classes or training have you successfully completed in mechanic/fleet maintenance?
   - No classes
   - 1 class to less than 4 classes
   - 4 classes to less than 6 classes
   - 6 classes to less than 8 classes
   - 8 classes or more

* 8. If you answered 'yes' to having mechanic and/or maintenance education/training, please list the course name(s), certification(s) or type(s). Enter NA if not applicable.

* Required Question