

**CITY OF NEW BRITAIN
CIVIL SERVICE COMMISSION
Announces
An Open Competitive Examination for**

Job Title: Golf Course Technician
Salary: \$1,263.691 - \$1,453.664 weekly, 4 Steps
Represented by: Local 1186AFSCME, Council 4, AFL-CIO
Direct Reports (Y/N): N
Department: Recreation & Community Services
Closing Date: November 26, 2025 at 4:00 pm

(TO CREATE AN EMPLOYMENT LIST)

JOB SUMMARY: Work involves the upkeep of a municipal, twenty-seven (27) hole, golf course, driving range, practice putting green and chipping area. Provide assistance in the maintenance of the equipment, clubhouse/ golf course facilities, grounds and parking areas/lots. Duties include skilled grinding work in the repair and maintenance of reel and rotary type blades for the golf course and select mowing units at Willow Brook Park. Duties also include the application of fertilizers and pesticides on the golf course property, roughly one hundred seventy-five (175) acres. Performs lead ground keeping and facilitates maintenance work in maintaining the golf course and related buildings; Course set-up, irrigation repair; performs manual labor.

SUPERVISION RECEIVED: Receives direction from the Superintendent of Golf Course Operations and/or Assistant Superintendent. Works independently within general assignment, establishes priorities in tasks, and report work accomplished to the abovementioned supervisors.

SUPERVISION EXERCISED: Assists Assistant Superintendent in lead supervision to the full time Golf Course Maintainers as well as temporary and seasonal employees for the grounds and golf staff. Responsible for establishing and instructing others on safety measures within work assignment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Plans and organizes work procedures using equipment manuals, charts, and past experience. Replaces gears, gaskets, oil seals, bearings/ races and rollers and other related items. Utilizes both a reel and bed knife grinder to sharpen reels, bed knives, and rotary blades. Adjust all bed knives to reel mowing units during the mowing season as well as proper height adjustment. Accesses cutting quality visually on a daily basis. Back lapping of cutting units when full grinding isn't necessary in order to keep the cutting units sharp.
2. Prepares mowing equipment, tractors, and implements. Services tractors and equipment with fuel, lubricants and accessories. During operation, observes performance of

equipment and reports equipment issues/problems to the Superintendent of Golf Course Operations, Assistant Superintendent or mechanic on duty. Operates tractors and mowing equipment to mow a variety of playing surfaces and to clear roads/ parking areas.

3. Uses hand tools to repair damage to playing surfaces and facilities as well as cut/ relocate cups on greens and tee marker relocation. Utilizes chain saws and hand tools to remove brush and prune trees. Grades, fertilizes, seeds and prepares playing areas. Operates and maintains the irrigation system; makes repairs to said irrigation system and water fountains. Uses hand tool to plant and care for trees, shrubs and flowerbeds; rakes/ blows, collects debris, picks up litter and removes rubbish.
4. Proper preparation, mixing and application of adjuvants, fertilizers, fungicides, herbicides, insecticides, etc. as directed by the Superintendent of Golf Course Operations and/or Assistant Superintendent. Calibrates and operates Toro sprayers and Lely fertilizer equipment. Responsible for reading, understanding and keeping current with chemical labels, safety data sheets and state regulations. Compiles preliminary reports of pesticide usage for the Superintendent of Golf Course Operations and keeps daily pesticide usage records to be utilized for end of season tabulations submitted to the State of CT D.E.E.P. Able to troubleshoot and repair issues that may arise with fertilizer and/or spraying equipment on the fly ie. clogged nozzle(s), screen(s) or filter(s).
5. Drives truck with plow and/or tractor loader, snow blower/thrower/shovel in the winter months, as needed. Clears ice/ snow from parking areas as well as the driving range walkway/ hitting bays, clubhouse walkways and around the maintenance facility/ communication tower. Prepares truck and auxiliary equipment. Services truck and equipment with fuel, lubricants, and accessories. Makes routine safety checks before and after operating truck and equipment. Operates dump truck to haul and remove materials from the golf course property.
6. Acts in the behalf of the Assistant Superintendent in the absence of that individual while still reporting to the Superintendent of Golf Operations.

Examples of Non-Essential Duties:

1. Performs heavy manual labor in the removal of debris. Uses a variety of hand and power tools including but not limited to chain saw, water pump, leaf vac, brush cutter, rake, shovel, sod cutter, backpack blower, string trimmer, etc. Follows safety procedures and practices at all times, and wears proper protective clothing and equipment, as necessary.
2. Performs semi-skilled tasks in the repair and maintenance of golf course buildings, facilities and equipment, including rough carpentry, painting and minor plumbing repairs.
3. Provides information and assistance to the golfing public and visitors at the golf course. Observes golf course regulations and rules, making sure the golfing public is adhering to them while out performing daily tasks at hand. Performs related work as required.

Note: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES: A working knowledge of the standard practices, processes and equipment/tools utilized in back-lapping and reel grinding. Able to properly rebuild mowing units when needed as well as set proper mowing heights on a variety of mowing equipment. A working knowledge of golf course mowing and trimming equipment ie. rotary and reel type units. A working knowledge of building and facility maintenance trades. A working knowledge of all types of adjuvants, fertilizers, pesticides and the operation of hand and ground driven sprayers and fertilizer spreading equipment. Able to scout and identify insect and disease issues when life cycles and weather conditions are favorable for them. Knowledge of what types of pesticides are needed to prevent and/or control them. Knowledge and understanding of proper irrigation troubleshooting and repair. Identifying and watering by hand or overhead sprinklers of localized dry spots on playing surfaces. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagramed form. Ability to add, subtract, multiply, divide, and convert all units of measure. Ability to provide lead supervision to assigned staff members. Ability to work cooperatively and have a good working relationship with other City of New Britain department personnel, golf professional, assistant golf professional, restaurant manager(s)/ staff, private contractors and the golfing public.

MINIMUM QUALIFICATIONS REQUIRED: Graduation from High school or technical/vocational school plus one year experience back-lapping , grinding and rebuilding of reel units. Prior experience operating hand and ground driven sprayers and fertilizer spreading equipment. Current or past golf course maintenance work experience as well as knowledge of the game of golf. Irrigation trouble shooting and repair.

LICENSES OR CERTIFICATE: Must have proof of a State of CT D.E.E.P Applicator License at time of application submittal and be willing to obtain the State of CT D.E.E.P Golf Course Supervisory (3B) or Turf and Ornamental (3A) License within one (1) year of hire date.

PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS: Performs duties in extreme weather conditions, including heat, humidity, cold, rain and ice/snow. Must wear protective clothing and safety equipment. Must be able to lift/carry objects of a minimum of fifty (50) pounds. Some highway driving may be required to perform duties. Exposure to hazardous conditions during routine work and in general emergencies. Physical strength and agility sufficient to do manual labor/ work.

PROBATIONARY PERIOD:

The probationary period for this position shall be twelve (12) months.

THIS EXAMINATION WILL BE COMPOSED OF:

<u>COMPONENT</u>	<u>WEIGHTS</u>		<u>WEIGHTS</u>
Written	100%		
Experience & Training		or	100%

100%

100%

PASSING GRADE: The minimum passing grade is 70%.

DURATION OF EMPLOYMENT LIST: A certified employment list shall be in effect for one year from the date of its establishment by the Civil Service Commission. Subsequent to the initial certification of the employment list, no sooner than 10 months and no later than 11 months and 29 days from date of initial certification, the Commission may, upon the showing and finding of exigent or extenuating circumstances, extend the duration of the list when it is deemed to be in the best interest of the City. The City, or any individual, may request that consideration of extension be placed on the Civil Service regular meeting agenda by notifying the Personnel Director no later than one calendar week prior to the monthly meeting. The maximum period of time that a list shall remain in effect is two years from date of initial certification.

RULE OF FIVE PLUS THREE: When a vacancy exists for this position, the Appointing Authority is sent the first five names in rank on the certified Employment list plus the next three highest City residents. All may be considered equally for the one job vacancy.

PHYSICAL EXAMINATION: Prior to beginning work, the successful candidate must complete and qualify on a City medical examination and background check.

REASONABLE ACCOMMODATION IN TESTING: All requests for reasonable accommodations in the testing process must be made in writing, no later than the closing date for applications. Documentation of the disability for which the accommodation is being requested, and what specific accommodation is being requested, must be received no later than two (2) weeks after the closing deadline for applications. The candidate's failure to provide documentation which satisfies the City's requirements by the timetable above will result in an inability to provide an accommodation in the testing process. However, the candidate who meets the minimum qualifications for the position would still be eligible to complete with all other candidates in the standard testing process.

SPECIAL REQUIREMENT FOR CITY OF NEW BRITAIN RESIDENTS: Proof of domicile shall be filed at the time of filing the application. (Please see form attached).

Applications must be on file with the Civil Service Commission/Personnel, Room 409, City Hall, **no later than November 26, 2025 at 4:00 pm**. Application forms may be obtained at the office of the Civil Service Commission/Personnel, Room 409, City Hall, 27 West Main Street, New Britain, CT 06051. Tel. (860) 826-3404 or at www.newbritainct.gov under Civil Service Job Postings.

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