

**COUNTY OF BERGEN  
BOROUGH OF PARAMUS  
ORDINANCE 18-21**

**ORDINANCE CREATING NEW TITLES AND UPDATING JOB DESCRIPTION AND  
SALARY SCALE**

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**Section 1. Purpose & Authority.** Pursuant to N.J.S.A. 40:48-1, 40:49-2, and 40A:9-165, the Borough of Paramus hereby adds two new titles to the Paramus Golf Division and updates the job description.

**Section 2. New Title:** The following titles are hereby created in the Golf Course Division and subject to Paramus Employee Association terms and conditions:

**GOLF COURSE GREENSMAN EQUIPMENT TECHNICIAN**

**GOLF COURSE GREENSMAN EQUIPMENT SPECIALIST**

**Section 3. Job Description.** The job descriptions for the following titles are hereby created. The descriptions shall be kept on file with the Borough Clerk as an appendix to this ordinance.

**GOLF COURSE GREENSMAN EQUIPMENT TECHNICIAN**

**Salary Scale as Follows:**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$37,147.	\$39,764	\$42,380.	\$44997.	\$47,613.	\$50,230.	\$52,846.	\$55,463.	\$58,080.	\$60,696.

**GOLF COURSE GREENSMAN EQUIPMENT SPECIALIST**

**Salary Scale as Follows:**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
\$48,022.	\$50,398.	\$52,774.	\$55,150.	\$57,526.	\$59,902.	\$62,278.	\$64,655.	\$67,031.	\$69,408.

**Section 4. No New Rights/No Vacancies.** Unless expressly stated otherwise or required by law, this ordinance shall not create any rights that did not exist before this ordinance and this ordinance shall not be deemed to create any vacancies unless the law requires otherwise.

**Section 5. Repealer.** All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

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**Section 6. Savings and Construction.** This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Borough Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Borough Code.

**Section 7. Codification.** This ordinance shall be codified as an amendment to the salary ordinance and other chapters of the Borough Code, where necessary. The appendix to this ordinance shall not be codified but shall be available for inspection.

**Section 8. Effective Date.** This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Attest:

Approved:



ANNEMARIE KRUSZNIS, RMC  
Borough Clerk



RICHARD A. LABARBIERA  
Mayor

Introduced: July 25, 2018

Final: August 8, 2018

## **GOLF COURSE GREENSMAN EQUIPMENT SPECIALIST**

**DEFINITION:** The golf course Greensman Equipment Specialist, under the direction of the management staff, performs daily maintenance, construction and renovations and other related duties on the golf course as well other borough properties.

**NOTE:** *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

**EXAMPLES OF WORK:** All duties performed on the job may not be listed and may be modified from time to time as necessary to meet the needs of the Paramus Golf Course operation.

Performs a wide variety of skilled activities involved in golf course maintenance, construction and renovations. Operates motorized and manual equipment, such as, mowing, edging, shaping, seeding, operating excavators backhoes, laser grading equipment, debris and garbage removal, and any other duties that arise to support the operation of the golf course.

### **GREENSMAN EQUIPMENT SPECIALIST JOB SPECIFICATION**

A fully trained, qualified golf course Greensman Equipment Specialist must be competent in the following:

- Monitor and maintain health, safety and security in the workplace.
- Respond to emergencies.
- Maintain good standards of health and safety for self and others.
- Operates excavators, bull dozers, graders, trenchers, scrapers, compactors and any other heavy equipment needed.
- Set up and operates laser grading equipment.
- Topdressing and brushing.
- Mowing of banks, rough, surrounds, approaches, tees, greens, fairways.
- Scarifying/verticutting turf.
- Aerating turf.
- Applying nutrition.
- Repairing divots.
- Irrigating turf, syringing.
- Identifying and controlling weeds, pests, turf diseases and disorders.
- Preparing ground to establish turf.
- Identifying grasses on the golf course.
- Marking of hazards, out of bounds and ground under repair.
- Moving tee markers.
- Maintaining bunkers.
- Maintaining golf course furniture.
- Changing holes.

- Rolling turf.
- Driving a tractor with implements.
- Undertaking routine machine maintenance.
- Preparing machinery for use.
- Preparing machinery for storage.
- Knowledge of the rules of golf relating to golf course maintenance.
- Preparing ground to establish plants on the golf course.
- Maintaining trees and shrubs on the golf course.
- Identifying plants on the golf course.
- Communicating effectively.
- Dealing with disagreements/conflict in a professional manner.
- Understanding their roles and responsibilities.
- Use hand tools, such as shovels, rakes, pruning saws, saws, hedge/ brush trimmers, and axes.
- Operate vehicles and powered equipment, such as mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow or edge lawns sports fields, using power mowers or edger's.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Provide proper upkeep of cart paths sidewalks, driveways, parking lots, fountains, planters, burial sites, or other grounds features.
- Gather and remove litter.
- Rake, mulch, and compost leaves.
- Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, or shrubs and apply mulch for protection, using gardening tools.
- Trim or pick flowers and clean flower beds.
- Haul and spread topsoil and spread straw over seeded soil to hold soil in place.
- Water lawns, trees, or plants, using portable sprinkler systems, hoses, or watering cans.
- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers or foliage.
- Plant or cultivate lawns or gardens.
- Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Attach wires from planted trees to support stakes.
- Decorate gardens with stones or plants.
- Install rock gardens, ponds, decks, drainage systems, irrigation systems, retaining walls, fences, planters, or playground equipment.
- Maintain irrigation systems, including winterizing the systems and starting them up in spring.

- Lift weight of 50 pounds.
- The Greensman Equipment Specialist must also be able to work weekends as part of the regular work week.

### **KNOWLEDGE AND ABILITIES**

- Knowledge of where and how a variety of equipment systems, components, accessories are operated.
- Knowledge of procedures for renovating greens, tees, bunkers and sports fields.
- Knowledge of makeup, operation, and installation procedures for all components and systems for drainage and irrigation.
- Ability to use technical manuals, specifications, diagrams, schematics, and similar guides to operate all equipment properly.
- Ability to improvise, substitutes, and alter plans to fit and mesh in systems for which the plans were not designed.

## **REQUIREMENTS**

### **TRAINING**

Successful documented completion of golf course renovations not limited to greens, tees, bunkers and sports fields.

### **EXPERIENCE**

10 years of experience in golf course and sports fields renovations and construction.

Experienced in operating excavators, backhoes, bull dozers, laser grading equipment and any other equipment needed for golf course and sports field renovations and construction.

### **LICENSE**

Appointees will be required to possess a valid driver's license.

## **GOLF COURSE GREENSMAN EQUIPMENT TECHNICIAN**

**NOTE:** *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

**DEFINITION:** The golf course Greensman Equipment Technician, under the direction of the management staff, performs daily maintenance, service and repairs to equipment and other related duties on the golf course as well other borough properties.

**EXAMPLES OF WORK:** All duties performed on the job may not be listed and may be modified from time to time as necessary to meet the needs of the Paramus Golf Course operation.

Performs a wide variety of skilled activities involved in golf course equipment maintenance, service and repairs. Operates motorized and manual equipment, such as, mowing, seeding, debris and garbage removal, and any other duties that arise to support the operation of the golf course.

### **GREENSMAN EQUIPMENT TECHNICIAN JOB SPECIFICATION**

A fully trained, qualified golf course Greensman Equipment Technician must be competent in the following:

- Monitor and maintain health, safety and security in the workplace.
- Respond to emergencies.
- Maintain good standards of health and safety for self and others.
- Service, repair and maintain golf course equipment.
- Keep repair records for all equipment.
- Order and install parts for all equipment.
- Train staff on safe operation of all equipment.
- Ability to analyze and resolve equipment issues.
- Understands the processes of aerating, verti-cutting and has the ability to set the machines for proper operation.
- Removes units such as engines, transmissions, or differentials using wrenches and hoist.
- Disassembles units, inspects parts for wear and replaces worn parts.
- Rewires ignition system, lights and instrument panels.
- Cleans radiators, locates and solders leaks, and installs new radiator cores.
- Welds broken parts and structural members.
- Preparing machinery for use.
- Preparing machinery for storage.
- Communicating effectively.
- Dealing with disagreements/conflict in a professional manner.
- Understanding their roles and responsibilities.

- Use hand tools, such as air tools, jacks, equipment lifts, wrenches and any other specialty tools needed.
- Operate vehicles and all golf course equipment, such as mowers, tractors, twin-axle vehicles, aerators, snow blowers, chain saws, weed eaters, excavators and backhoes.
- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Lift weight of 50 pounds.
- The Greensman Equipment Technician must also be able to work weekends as part of the regular work week.

## **KNOWLEDGE AND ABILITIES**

Knowledge of where and how a variety of equipment systems, components, accessories, and parts of systems such as reels, cutting units, and drivetrain function.

Knowledge of varied types of motors and equipment and their operation.

Knowledge of reels, bedknives, blades, service and how adjustments and repairs are made.

Knowledge of procedures for diagnosing the reasons for motor failure and the steps necessary to correct the condition.

Knowledge of makeup, operation, and installation procedures for all components and systems of equipment such as engines, transmissions, front and rear-end assemblies, electrical, and hydraulic systems.

Ability to determine the mechanical defects which cause engines, transmissions, front and rear- end assemblies, electrical, and hydraulic systems. And other major systems and their components to fail to operate properly.

Ability to use technical manuals, specifications, diagrams, schematics, and similar guides to make repairs and modifications to equipment.

Ability to improvise, substitutes, and alter parts to fit and mesh in systems for which the parts were not designed or when technical manuals, diagrams, schematics, or similar guides do not apply.

Ability to disassemble, rebuilds, adjust, reassemble, reinstall, and align various automotive components and assemblies.

Ability to manipulate small objects with the fingers such as bolts, ignition wiring, points, plugs, and measuring instruments.

Ability to determine when parts should be cleaned and reinstalled or removed and replaced with standard parts and the types and extent of adjustment and alignment required.

Ability to make tune-up adjustments and settings such as setting points and timing engines according to specifications.

Ability to obtain, store, record, safeguard, and properly use equipment, materials, and supplies.

Ability to read diagrams, blue prints, and schematics.

Ability to use mechanic hand tools and small power tools such as pliers, screw drivers, pneumatic wrenches, and drills.

Ability to use a variety of test equipment such as feeler gauges, circuit testing, timing lights, dwell meters and dial gauges.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

## **REQUIREMENTS**

### **TRAINING**

Successful completion of (1) year of training in automotive technology at an accredited community college or vocational school.

### **EXPERIENCE**

Two (2) years' of experience in the maintenance and repairs of various types of vehicles and golf course equipment such as greens mowers, tee mowers, fairway mowers, rough mowers as well as rotary and reel mowers.

**NOTE:** Applicants who do not possess the required year of formal training may substitute one (1) additional year of experience as outlined above.

### **LICENSE**

Appointees will be required to possess a valid driver's license.