

Quarry Oaks Job Description

Job Title: Equipment Manager
Company: Quarry Oaks Golf Course
Reports To: Director of Agronomy
FLSA Status: Non-Exempt
Prepared By & Date: WB/NE 6/2026
Approved By & Date:

Summary

This position is responsible for establishing and maintaining a preventative maintenance program to ensure equipment longevity and performance, maintains an organized shop for maximum efficiency, educates staff on proper equipment operation and maintenance procedures and ensures equipment is routinely inspected to evaluate repair and replacement needs. Must abide by Company Safety program and Policies while performing duties safely and ensures all safety protocols are followed by staff at all times.

Essential Duties and Responsibilities include, but are not limited to, the following:

- Implements and oversees a comprehensive maintenance program for all golf course equipment.
- Diagnoses and repairs diesel, gas, and electric-powered vehicles and turf maintenance equipment.
- Maintains detailed service records for parts, repairs, and labor.
- Conducts reel grinding, blade sharpening, and equipment adjustments to ensure peak performance.
- Spot checks equipment on the course to ensure optimal height of cut and operational efficiency.
- Maintains and oversees repairs to the Maintenance Buildings and infrastructure.
- Assists in managing club grounds and course maintenance when needed.
- Ensures compliance with OSHA regulations, SDS requirements, and workplace safety standards.
- Coordinates purchase orders for parts and supplies while adhering to budget guidelines.
- Other duties as assigned.

Education & Experience

- High School Diploma or GED equivalent; and
- 3 years of turf equipment maintenance experience; or
- equivalent combination of education, experience, and training.

Certifications, Licenses, Registrations

- Valid Driver's License
- Trade school certification in mechanics, small engine repair, or related fields preferred.

Other Qualifications

- Ability to perform high-quality work with strong attention to details.
- Has knowledge of Toro/John Deere equipment and other major turf equipment brands.
- Has understanding of golf course operations and how equipment performance impacts playability.
- He has welding experience with ability to use torches for cutting and repairs.

Other Skills & Abilities

- Strong problem-solving skills with proactive approach to maintenance planning.
- Strong judgment and decision-making skills.
- Maintains high standards for themselves and others and their work.
- Maintains a positive attitude and approaches challenges with enthusiasm.

- Understands the importance of using only high-quality parts to ensure top performance.

Physical Demands:

While performing the duties of this job, the employee is frequently required to sit; use hands and fingers to handle or feel; and talk or hear. The employee is occasionally required to stand, walk; reach with hands and arms and taste or smell. The employee must occasionally lift, carry, and/or move items including equipment and supplies, weighing up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is regularly exposed to various outside weather conditions for extended periods. The employee may be exposed to fumes or airborne particles, moving mechanical parts and/or equipment, precarious positions and places, and other potential hazards related to golf carts and golf maintenance. The noise level in the work environment is usually moderate to loud. This is a tobacco free campus.

Condition of Employment:

Candidate is required to meet the above qualifications, task frequency and PPE requirements. Approval of pre-employment reference & background checks, and post-offer drug/alcohol testing with back screens (if needed) are required as conditions of employment.

Disclaimer:

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.