



Cordova Recreation & Park District Lead Mechanic - Cordova Golf Course

SALARY	\$30.64 - \$39.11 Hourly \$2,451.59 - \$3,128.92 Biweekly \$63,741.37 - \$81,351.93 Annually	LOCATION	Cordova Golf Course, CA
JOB TYPE	Full-time	JOB NUMBER	2026-00000626
DEPARTMENT	Cordova Golf Course & Pro Shop	OPENING DATE	09/29/2026
CLOSING DATE	10/25/2026 11:59 PM Pacific		

Description

The Cordova Recreation & Park District (District) is seeking a full-time Lead Mechanic to join our Cordova Golf Course team.

Our ideal candidate is a self-driven and well-rounded professional with varied mechanical and supervisory experience that demonstrates flexibility, the ability to work productively as part of the Cordova Golf Course team, and upholds a high level of internal and external customer service.

This is a full-time position with a comprehensive benefits package that includes fully paid (base level plans) medical, dental, and vision for the employee and all eligible dependents along with participation in the CalPERS Retirement System.

Typical Work Schedule: *This position works a 9/8/80 schedule (a two-workweek schedule of eight 9-hour days, one 8-hour day, and one day off) and some weekends, holidays, and evenings along with the ability to be on-call as needed.*

Interviews will tentatively take place the week of November 2, 2026.

Summary Description

Under direction of assigned supervisory staff; leads, oversees, and participates in the more complex and difficult work of staff responsible for performing a variety of duties involved in performing minor and major repairs to and maintaining District vehicles, golf carts, mowers, and related gasoline, diesel and battery powered equipment; oversees the ordering of parts and inventory control; services and performs preventive maintenance duties on a variety of vehicles and equipment; maintains a variety of records; and performs a variety of technical tasks relative to assigned area of responsibility.

Distinguishing Characteristics

The Lead Mechanic is the second level classification within the Park Services Mechanic series. This classification leads and works alongside the staff responsible for performing a variety of mechanic duties within the Park Service division.

Learn more about the Cordova Recreation & Park District at <https://www.cordovarpd.gov/>

Learn more about the Cordova Golf Course at <https://www.cordovagc.gov/>

Essential Functions

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Lead, plan, train, and review the work of staff responsible for performing a variety of mechanic duties including troubleshooting and repairing golf course maintenance equipment, golf carts, utility vehicles, mowers, tractors, sprayers, and other heavy and light equipment.
- Train assigned employees in their areas of work including proper golf course equipment maintenance, shop safety methods, procedures, and techniques.
- Supervise the use, care, and operation of a variety of mechanical repair equipment, diagnostic tools, lifts, grinders, welders, and specialty turf equipment tools.
- Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and manufacturer specifications; ensure adherence to safe work practices and procedures.
- Oversee and participate in performing lubrication, oil changes, battery maintenance, tire changing, reel adjustments, bedknife setup, and other servicing of golf course vehicles and maintenance equipment.
- Oversee and participate in performing repairs required to ensure proper operation of greens mowers, fairway mowers, rough mowers, bunker rakes, aerifiers, topdressers, and related turf equipment.
- Oversee and participate in the repair and overhaul of engines, transmissions, hydraulics, reels, cutting units, differentials, and other major systems.
- Oversee and participate in performing preventative maintenance inspections including engine tune-ups, brake adjustments, electrical system repairs, hydraulic leak detection, and scheduled service intervals.
- Oversee and participate in removing, cleaning, and replacing accessories and components such as pumps, hoses, bearings, belts, filters, batteries, starters, alternators, and hydraulic cylinders.
- Oversee and participate in troubleshooting hydraulic systems, electrical systems, and computerized control systems; repair malfunctions promptly to minimize course downtime.
- Oversee and participate in rebuilding and repairing small engines including two- and four-cycle engines, handheld power equipment such as blowers, trimmers, chainsaws, edgers, and other grounds maintenance tools.
- Oversee and participate in inspecting and maintaining records of repairs, preventative maintenance schedules, work orders, and parts inventory for all golf course equipment.
- Oversee the pickup, storage, and disposal of hazardous waste resulting from equipment repair in compliance with environmental regulations.
- Supervise employees including planning, assigning, and coordinating the work of mechanics, assistants, seasonal staff, and outside service vendors.
- Operate mowers, utility vehicles, tractors, loaders, aerifiers, and related golf course maintenance machinery necessary in the performance of duties.
- Perform routine inspections of all golf course equipment; execute required maintenance and emergency repairs.
- Maintain complete inventory of repairs and parts; order parts as necessary; receive shipments; submit reports and maintenance records as necessary.
- Drives throughout the District to complete District related business.
- Perform related duties as required.

Minimum Qualifications

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a fleet maintenance and repair program.
- Principles of lead supervision and training.

- Proper methods, techniques, materials and equipment used in the servicing of vehicles, gasoline, and diesel and battery powered engines, and related hydraulics.
- Principles of automotive electrical wiring.
- Advanced methods and techniques of performing diagnostic troubleshooting services.
- Principles and methods of preventive maintenance.
- Safe operation of power equipment and tools.
- Safe practices and knowledge of hazards associated with a mechanic shop.
- Safe practices and knowledge of environmental regulations for the handling and disposal of hazardous materials.
- Principles and practices of record keeping.
- Basic mathematics.
- Inventory tracking and control.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Lead, organize, review and participate in the work of staff involved in performing a variety of mechanic work in diagnosing, troubleshooting, and repairing vehicles, trailers, golf carts, gasoline-powered lawn mowers, and other related equipment, including hydraulic systems.
- Recognize and diagnose technical problems of gasoline, diesel, electric and small-engine powered vehicles and equipment.
- Independently perform the most difficult mechanical maintenance activities.
- Interpret, explain, and enforce department policies and procedures.
- Safely and effectively operate a variety of power and hand tools used in heavy and light equipment repair.
- Perform reel grinding and backlapping.
- Perform heavy physical labor.
- Drive automobiles and tractors.
- Observe safety principles and work in a safe manner.
- Operate a computer as necessary to perform job duties.
- Understand and follow oral and written instructions.
- Perform basic mathematic calculations.
- Maintain a variety of shop and repair records and logs.
- Read, write and speak English at a level to satisfactorily perform the work.
- Meet customer service and teamwork guidelines as defined in the performance standards.
- Drive a personal or District vehicle throughout the District.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Equivalent to the completion of the twelfth grade and three to five years of full-time paid experience in golf course equipment maintenance and repair required. This work should include extensive hands-on mechanical experience working on golf course maintenance equipment, utility vehicles, mowers, carts, tractors, and specialized turf machinery.

Preferred experience includes:

- Reel to bedknife adjustments, backlapping
- Hydraulic and electrical diagnostics
- Diesel and gasoline engine repair
- Preventative maintenance program management
- Supervising or mentoring staff
- Toro, John Deere, Jacobson, Club Car, EZGO, Cushman, or similar equipment experience
- Inventory control and parts management
- Shop Safety/OHSA compliance
- Welding and fabrication skills
- Use of diagnostic software and OEM service systems

License or Certificate:

Possession of a valid Class C (basic, non-commercial) California driver's license is required. Must provide a current copy of a Department of Motor Vehicles (DMV) driving record prior to appointment to job.

Additional Requirements:

Applicant must be at least eighteen (18) years of age prior to appointment due to the hazards of the job, as defined by the Fair Labor Standards Act.

Required to take and pass a pre-employment physical examination and drug screening.

Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks.

Supplemental Information**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed in an indoor and outdoor environment with exposure to all types of weather and temperature conditions; exposure to loud noise, dust, grease, smoke, fumes, chemicals, and gases; work at various locations throughout the District; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; regular interaction with District staff, general public and other organizations; occasionally deal with dissatisfied individuals. Incumbents in this class must be willing to work on weekend, evenings and holidays.

Physical: Sufficient physical ability and mobility to work in an indoor and outdoor setting; to walk and stand for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to lift, carry, push, and/or up to 50 pounds; to operate assigned equipment and vehicles; to make frequent decision-making and concentration; frequent public and coworker contact; and to verbally communicate to exchange information.

Vision: Vision to read handwritten and printed materials and a computer screen.

Hearing: Speech and hearing to communicate in person and by telephone.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the needs of the department.

Pre-Hire Requirements: Before an employee is hired, they must successfully complete pre-employment requirements that may include, but are not limited to: fingerprinting and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check, a clear tuberculosis screening, reference check, licensure/certification check, and proof of eligibility to work in the United States in accordance with Immigration and Reform Control Act of 1986.

How to Apply for this Position: An applicant must submit, during the application filing period, an online application and attach any supplemental information as required in the job announcement which may include submitting responses to a supplemental questionnaire. Online resumes and other unsolicited materials may be attached but will not be considered in lieu of the required online application, unless otherwise specified in the job announcement. The District reserves the right to limit the number of online applications when necessary. Applicants are responsible for maintaining/updating their contact information through the online application system.

SELECTION PROCEDURES

Initial Selection Review: The Cordova Recreation & Park District reviews all initial application materials to identify qualified applicants. Applications will be screened against the criteria outlined in this job posting, the minimum qualifications, responses to the supplemental questions, and other needs of the position. The best qualified candidates will be invited to interview at a date that is to be determined.

Testing: Testing for this position or any other position may include, but is not limited to the following: written exam, practical exam, panel interview, physical ability test, etc. If a revision is made to a testing component during a recruitment process, the assigned recruiter will notify by email all affected applicants.

Americans with Disabilities Act (ADA) Accommodation: In accordance with the Americans with Disabilities Act, anyone who needs reasonable accommodation to complete a job application, pre-employment testing, or a job interview, please contact the assigned recruiter. Cordova Recreation & Park District is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations for the hiring process.

Withdrawing from Recruitment Process: Whenever an applicant chooses to withdraw from a recruitment process, they are required to submit an email notification to the assigned recruiter requesting a withdrawal from the process. The email to the recruiter must include the applicant's current phone number.

Questions: All questions regarding this position should be directed to the assigned recruiter.

NOTE: The provisions of this publication do not constitute an express or implied contract. Any provision in this publication may be modified or revoked without notice

Equal Opportunity Employer: The Cordova Recreation & Park District is an Equal Employment Opportunity Employer.

Benefits

EMPLOYMENT CLASSIFICATION: Regular Full-Time, Non-Exempt

SALARY: Employees are eligible for merit increases from 1 to 5 salary steps after the first year of employment, and thereafter annually based on their work performance and until they reach the top of their step salary range.

SOCIAL SECURITY: Authority employees are covered by Social Security; therefore, they are required to contribute (6.2%)

MEDICARE: Employees hired after March 31, 1986, contribute 1.45% to Medicare.

RETIREMENT: Employees are enrolled in a defined benefit retirement program under the CalPERS Retirement System as follows:

*If hired prior to December 31, 2012, 2% at age 55 retirement formula, employee contributions 7% of compensation earnable.

*If hired after December 31, 2012, without reciprocity, 2% at age 62 retirement formula, employee contributions 8% of compensation earnable.

DEFERRED COMPENSATION: Employees in regular or limited-term positions may at their choice participate in the District's CalPERS 457 deferred compensation plan.

MEDICAL BENEFIT: Employees have a choice of Sutter, Western Health Advantage or Kaiser medical plans. The District contributes 100% toward employee and dependent medical premiums for a High Deductible Plan with a generous employer contribution toward a Health Savings Account (HSA) or a low Co-pay Plan with either carrier. Employees have the option to pay extra to enroll in a premium Co-Pay HMO plan or opt out and be paid 50% of the premium as taxable wages if already insured.

DENTAL/VISION CARE: The District contributes 100% toward employee and dependent dental and vision premiums

provided by Mutual of Omaha.

LIFE AND ACCIDENTAL DEATH AND DISMEMBERMENT INSURANCE: The District provides Term Life and AD&D equivalent to one year gross salary.

LONG TERM DISABILITY: The District contributes toward employee long term disability plan provided by Mutual of Omaha.

VACATION: Full-time eligible employees begin to earn paid vacation time according to the schedules set forth below. Vacation time begins to accrue beginning with the employee's first day of employment. However, employees will not be entitled to take paid vacation time until after six (6) months of employment with the District unless approved by the General Manager.

Years of Employment	Hours Per Month	Hours Bi-Weekly	Max Accrual of Hours
1 - 5 Years	8.0	3.69	192
6 - 10 Years	10.0	4.62	240
11 Years	10.7	4.92	256
12 Years	11.3	5.23	272
13 Years	12.0	5.54	288
14 Years	12.7	5.85	304
15 Years	13.3	6.15	320
After 15 Years	14.0	6.46	336

HOLIDAYS: All Regular Full Time employees of the District shall be entitled to the following eleven (11) fixed holidays with pay:

- New Year's Day, January 1st
- Martin Luther King Day, Third Monday in January
- President's Day, Third Monday in February
- Memorial Day, Last Monday in May
- Independence Day, July 4th
- Labor Day, First Monday in September
- Veteran's Day, November 11th
- Thanksgiving Day, Fourth Thursday in November
- The Friday following Thanksgiving Day, Fourth Friday in November
- Half day or four (4) hours on Christmas Eve, December 24th
- Christmas Day, December 25th
- Half day or four (4) hours on New Year's Eve, December 31st

In addition, all regular full-time employees shall be issued two (2) floating holidays per calendar year starting January 1st.

SICK LEAVE: Sick leave is earned at the rate of 3.69 hours per pay period (equivalent to eight hours per month), beginning with the first month of employment. All unused sick leave may be carried forward into ensuing years and become part of the current allowance. There is no limit to the amount of sick leave that can be accumulated. Sick leave cannot be used until earned.

UNIFORMS: Uniforms are provided to employees in designated positions.

Employer

Cordova Recreation & Park District

Address

11070 White Rock Road
Suite 130
Rancho Cordova, California, 95670

Phone

(916) 842-3300

Website

cordovarpd.gov

Lead Mechanic - Cordova Golf Course Supplemental Questionnaire

*QUESTION 1

The wage range for this position is \$30.64-\$39.11/hourly, which is equivalent to \$63,741.37-\$81,351.93/annually. By checking the box below, you acknowledge your understanding of the wage paid for this position.

☐ I acknowledge understanding of the wage range paid for this position.

*QUESTION 2

Briefly explain your motivation for applying for this position and the skills and abilities you possess that you believe will benefit the Cordova Golf Course.

*QUESTION 3

How many years of full-time professional experience in golf course vehicles and equipment maintenance and repair do you have?

- ☐ No Experience
- ☐ Less than 1 year
- ☐ 1 year but less than 2 years
- ☐ 2 years but less than 3 years
- ☐ 3 years but less than 5 years
- ☐ 5 years or more

*QUESTION 4

This position requires the ability to drive a personal or District vehicles throughout the course of work. Do you currently possess a valid Class C (basic, noncommercial vehicle) California Driver's License?

- ☐ Yes
- ☐ No

*QUESTION 5

After reviewing the job description, are you able to perform all of the essential functions of the job with or without accommodation?

- ☐ Yes
- ☐ No

* Required Question