

ASSISTANT GOLF COURSE SUPERINTENDENT

FLSA STATUS - Exempt

DESCRIPTION OF WORK

The Assistant Golf Course Superintendent is an "At Will" employee who is under administrative direction under the Golf Course Superintendent; Duties include supervises seasonal staff in operation and maintenance of the City's golf course; participates with Superintendent in determining policies and practices of the operation. Applicability of the personnel policy is limited by section 1.4 of the Personnel Policy Manual and vacation shall accrue as per section 4.3 (8) of the Personnel Policy Manual. Because the Assistant Golf Course Superintendent is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Assists the Superintendent in planning and organizing the work; participates in supervision of approximately twelve (12) seasonal workers; prepares fertilizer and chemicals and programs; participates in scheduling irrigation programs; assists in annual budgeting and preparing and maintaining records; maintains golf course equipment; assists in training of employees; winterizes and cares for the irrigation system and golf course grounds; waters greens in winter; assists in setting up of course and making revisions in the irrigation system. Perform snow removal duties when needed. Assist golf course mechanic when directed.

OTHER DUTIES: Assists other departments for recreation and special events; attends City Council and Golf Course Board meetings; performs related duties; perform other duties as assigned.

QUALIFICATIONS

Working knowledge of principles and practices in golf course supervision and turf care.
Knowledge of chemicals used in golf course maintenance and safety practices in their use.
Ability to effectively assist the Superintendent in maintaining a pleasing appearance of the course.
Ability to supervise others.
Ability to maintain golf course equipment.
Ability to work varying hours including some weekends and holidays.
Ability to establish and maintain effective working relationships with patrons, officials, employees and the public.

PHYSICAL AND SENSORY REQUIREMENTS

Ability to perform moderate physical work, to lift 50 pounds and to lift and carry up to 25 pounds;
Ability to stand, walk, run, sit, ride, climb, bend, kneel, crawl, reach, grasp, push, pull and perform similar body movements;
Possesses hand/eye/foot coordination adequate to operate course equipment, office machines including a computer and a vehicle;
Ability to talk and hear in person, by telephone and two-way radio; ability to hear malfunctions of equipment;
Ability to see and read instructions, manuals, plans, specifications and figures on a computer screen.

EXPERIENCE AND TRAINING

Any combination of experience and training equivalent to a bachelor degree in horticulture, turf management or a related major, and two years of experience in golf course operation.

SPECIAL REQUIREMENTS: Possession of a State certification in pesticide applications;

possession of a valid driver's license.

Rawlins/ December, 2008