

SUPERINTENDENT OF GOLF

FLSA STATUS – Exempt

DESCRIPTION OF WORK

The Superintendent of Golf is an “At Will” employee who is under administrative direction of the Director of Recreation Services; Duties include performs and directs activities in construction, operation and maintenance of the City’s golf course; supervises a small winter staff and several seasonal employees in the summer season; and supervises golf pro and operation of club house. 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 Superintendent of Golf is an exempt employee, compensation time does not apply.

DUTIES-EXAMPLES OF WORK

ESSENTIAL DUTIES:

Plans, organizes, lays out, performs and supervises others in the construction, maintenance and operation of the golf course; features cared for include fairways, greens, traps, irrigation system and other golf course grounds and facilities; prepares and presents the annual budget request and administers the adopted budget of maintenance and club house; plans fertilizer and chemical programs; schedules and monitors irrigation of fairways and greens; performs in and supervises maintenance and repair of golf course equipment; applies fertilizers, pesticides and herbicides; maintains records of operations and finances of course; receives and acts on patron complaints, requests and suggestions; requisitions supplies and equipment; winterizes irrigation and other installations in the fall and starts up in the spring; trains new employees; evaluates performance of employees. Supervises departmental snow removal duties. Assists golf pro with club house administration.

OTHER DUTIES: Assists other departments or sections as needed; performs related duties; performs other duties as assigned.

QUALIFICATIONS

- Knowledge of principles and practices of turf care.
- Knowledge of factors in operation and management of a golf course.
- Knowledge of chemicals and pesticides used in golf course maintenance and of safety practices associated with the course.
- Ability to maintain a pleasing appearance of the golf course.
- Ability to read and interpret plans and specifications.
- Ability to effectively direct the work of employees.
- Ability to maintain the course and its equipment in good working order.
- Ability to establish and maintain effective working relationships with officials, employees, patrons, and the public.

PHYSICAL AND SENSORY REQUIREMENTS

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

EXPERIENCE AND TRAINING

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

SPECIAL REQUIREMENTS: Certified by the State in application of pesticides; possession of a valid driver's license.

Rawlins/December, 2008