

POSITION DESCRIPTION

Position Title Golf Course Maintenance Superintendent **Division** Golf Courses

Department Community Services

Accountable to Golf Manager

Primary Objective of the Position:

To supervise the maintenance of Dwan Golf Course and Hyland Greens Golf & Learning Center. Provide safe, attractive, playable facilities for golfers in the community, including golf course(s) construction and maintenance, and servicing and repair of capital facilities and equipment.

Essential Functions of the Position

Analyzes and plans for the care of facilities, supplies and equipment necessary to meet the total construction and maintenance needs of the City's golf courses, year-round.

- Routinely inspects both golf courses and solicits information from subordinates and others regarding the maintenance needs of the facilities.
- Is alert for signs of turf diseases, in their season, and takes immediate action to treat them when needed.
- Supervises the maintenance of greens, tees, fairways, roughs, bunkers, waterways, and related areas.
- Supervises the planting and cultural practices involved in growing various turf-grasses, trees, and ornamental plants.
- Reviews appropriate scientific data to make sound judgments regarding plant agronomy, application of chemicals and disposal of plant waste.

Schedules and supervises the work activities of the maintenance crews to make the most productive and safe use of personnel, machinery and materials.

--Assures records are kept of all hours worked and accurate timecards are prepared for Golf Manager's approval.

--Provides clear and explicit work direction and guidance to subordinates so as to preclude uncertainty of expected results.

Schedules and supervises the maintenance and repair of machinery and equipment, assuring that it is in good and safe working order when needed.

Provides safety training and enforces safety regulations with all staff to achieve goal of zero job related accidents.

--Conducts or arranges regular safety training for staff in handling chemicals, operating equipment, etc.

Plans equipment and supply needs and submits requisitions in a timely manner and in conformity with City purchasing procedures.

Assures that accurate records are kept of all maintenance activities undertaken by the staff.

Prepares and submits an annual budget request for personnel, materials and equipment for use by the Golf Manager in preparation of the total golf operations budgets. Provides Golf Manager with special information supporting the need for extraordinary budget requests.

Examples of Performance Criteria

- Golf Course maintained at the desired quality and playability level within established budget.
- Recommendations are offered which will improve the quality of the facilities and thereby improve customer satisfaction and revenue potential.
- Customer concerns are addressed in a timely manner and issues are resolved.

Minimum Qualifications

Five years experience in a supervisory golf course maintenance position.

Experience in all phases of golf course maintenance operations including thorough knowledge of the construction and maintenance practices employed on golf courses.

Certified or licensed for the use and application of hazardous chemicals: herbicides, pesticides, fungicides, etc.

Through knowledge of golf course irrigation systems.

Knowledge of the game of golf.

Knowledge of organizational structures related to public facilities and governmental operations.

Ability to train, motivate and supervise the work of employees in a safe, efficient manner; procure, maintain and supervise the proper use of chemicals, pesticides, parts, materials and supplies; prepare clear, concise reports; prepare annual budget estimates and supervise the execution of authorized expenditures.

Ability to keep needed records for expenditures, payroll, personnel, operations, equipment, chemicals, weather and safety; and maintain effective public relations between golfers and maintenance operations.

Ability to communicate effectively both verbally and in writing.

Desirable Qualifications

Degree in agronomy/horticulture/plant/soil sciences.

Supervision of Others

Direct Supervision over

- 2 - Asst. Golf Course Maintenance Superintendents
- 4 Maintenance Employees
- 35-40 Seasonal Employees