

GOLF MAINTENANCE SUPERINTENDENT

GENERAL STATEMENT OF DUTIES

An employee in this classification is responsible for all aspects of directing and supervising a comprehensive golf course maintenance program for Jamestown municipal golf course. This position requires initiative and independent decision making.

ORGANIZATIONAL INFORMATION

Salary grade: 18. Exercises supervision of golf course maintenance staff (Assistant Golf Course Maintenance Superintendent, Groundskeeper I/II/III, and Turf Equipment Mechanic positions). General schedule is 6AM-3PM, Monday-Friday. Some weekend or extended hours are required. Hours may vary due to seasonal constraints. This position reports directly to the Golf & Recreation Director.

DISTINGUISHING FEATURES OF THE CLASS

Responsible for all aspects of maintenance of the municipal golf course. An employee in this classification is required to supervise golf course maintenance staff, scheduling of equipment maintenance, preparing budgets, ordering inventory and ensuring safe operating practices are followed. Prioritizes work, assures the course is maintained to ensure a positive experience for the golfers/patrons. An employee in this classification is expected to exhibit leadership qualities (strong communication skills, passion and commitment, positivity, innovation and collaboration).

ILLUSTRATIVE EXAMPLES OF WORK

- Establish maintenance schedule for golf course.
- Establish proper irrigation schedule for golf course.
- Plans and supervises proper chemical and fertilizer applications.
- Orders supplies and materials within the budgetary limitations.
- Keeps records of all training, chemical applications, equipment maintenance, pest outbreaks and weather conditions.
- Maintains spill kits/safety equipment and reports general housekeeping schedules for maintenance of the NPDES Stormwater Discharge Permit.
- Assists in making personnel and cost estimates for the annual budget.
- Supervises golf course maintenance and maintenance of equipment, i.e., mowers, backhoe, tractors, pick-up truck, etc.
- Identify weed, insect and disease problems as they relate to turf grass and formulate a plan of action.
- Coordinate maintenance activities with Golf & Recreation Director, Assistant Golf Maintenance Superintendent, Parks & Recreation Superintendent and staff.
- Plans, supervises and participates in all maintenance project work by applying his or her agronomic and administrative expertise to achieve the agreed upon maintenance standards and long-range plans.
- Acquires equipment and purchases necessary materials to maintain the golf course and other properties within approved budget
- Oversees the scheduling and routing of maintenance personnel and equipment to accomplish the work.

- Frequently inspects the golf course and related areas to evaluate how well standards are being achieved.
- Interviews, recommends individuals for hiring to the Golf & Recreation Director, trains and supervises a staff or employees for the purpose of maintaining the properties.
- Any other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of management and maintenance of greens, tees, fairways, bunkers, roughs, etc.
- Advanced knowledge of agronomy and turf grass management and a working knowledge of golf facility construction, principles, practices and methods.
- Knowledge use and operating standards of equipment and tools used in golf course construction and maintenance work.
- Interpersonal skills to resolve conflict and work with supervisors, employees, and the public.
- Knowledge of the game of golf, rules and methods of play.
- Knowledge of current Federal, State and local laws and regulations affecting the management of golf course operation (including, but not limited to, employment, safety and environmental standards, laws and regulations).
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.

DESCRIPTION OF PHYSICAL EXERTION AND WORKING CONDITIONS

Medium Work- Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Employee is required to have visual acuity to determine the accuracy, neatness and thoroughness of the work assigned and to make general observations of facilities or structures.

Employee is subject to both environmental conditions: Activities occur inside and outside.

EDUCATION AND EXPERIENCE

Minimum requirements: Graduation from a high school diploma or GED program, supplemented by three (3) years of experience as an Assistant Golf Course Superintendent or higher. Preferred: Associate's degree or higher in Turf Management or a related field, coupled with two (2) years of experience as a Golf Course Superintendent.

SPECIAL REQUIREMENTS

- North Carolina Driver's License – Class "C" is required.
- North Carolina Pesticide Application license is required.
- Must be able to obtain GCSAA Class "A" license within one (1) year of employment.

FLSA Status: Exempt

Disclaimer: This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications

required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position. The Town reserves the right to assign or otherwise modify the duties assigned to this classification.

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