



Golf Course & Parks Superintendent

Golf Course & Parks

Salary: \$55,000 (this is a salaried-exempt position)

JOB SUMMARY

This position is responsible for supervising the operations and maintenance of the city golf course and parks.

MAJOR DUTIES

- Oversees the care and maintenance of turf, ornamental plants, shrubs, trees and wetlands.
- Directs and assists staff in planting new vegetation; in the replacement, spraying, pruning, and trimming of trees and shrubs; and in the preparation of soil plant beds for planting.
- Prepares detailed annual plans for various property levels and designated landscaping areas; incorporates rotational designs.
- Manages the water usage tracking plan and irrigation system operations; provides monthly reports on retaining ponds, wells and other water sources.
- Recruits, supervises and trains maintenance staff; conducts employee performance evaluations and exercises disciplinary actions.
- Provides technical, operational and safety training for employees.
- Oversees personnel in the proper and safe operation and maintenance of mechanical and power equipment; plans and budgets for additional or replacement capital equipment.
- Supervises and participates in the application and recording of fertilizers and pesticides.
- Supervises and controls all maintenance expenses associated with golf course operations, including payroll, supplies, chemicals and fertilizers.
- Develops annual operating budget requests; plans for maintenance and capital improvement projects; manages approved budgets.
- Maintains records and completes required reports.
- Maintains equipment and supply inventory; orders parts, supplies and equipment as needed.
- Schedules maintenance practices around member play and outings to maximize efficiency and minimize disruption to members.
- Coordinates snow removal and winter maintenance activities.
- Directs the maintenance of city parks.
- Directs the maintenance of the city pool; checks chemical levels; cleans and checks equipment operations.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the management of golf course greens, fairways and roughs.
- Knowledge of the operation and maintenance of golf course construction and maintenance equipment.
- Knowledge of chemical applications principles and guidelines.
- Knowledge of the game of golf, including its rules and methods of play.
- Knowledge of city and departmental policies and procedures.
- Knowledge of budget development and management principles.
- Knowledge of supervisory principles and practices.
- Knowledge of computers and job related software programs.
- Skill in planning, organizing, directing and coordinating the work of personnel.
- Skill in the use of a variety of job-related equipment and tools.
- Skill in the analysis of problems and the development and implementation of solutions.
- Skill in the oral and written communication.

SUPERVISORY CONTROLS

The Deputy Director – Public Works assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

GUIDELINES

Guidelines include the employee handbook, chemical application regulations, turf management guidelines, and Occupational Safety and Health Administration regulations. These guidelines require judgment, selection and interpretation in application. This position develops department guidelines.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied management and supervisory duties. Inclement weather and the need to schedule maintenance activities in concert with user needs contribute to the complexity of the position.
- The purpose of this position is to oversee the maintenance of the city golf course and parks. Success in this position contributes to the provision of well-maintained golf course and parks facilities.

CONTACTS

- Contacts are typically with co-workers, other city employees, contractors, vendors, business owners, and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; to motivate or influence persons; or to justify, defend or negotiate matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee occasionally lifts light and heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, distinguishes between shades of color, and utilizes the sense of smell.
- The work is typically performed in an office, stockroom, warehouse, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over Asst. Golf Course Superintendent (1), Mechanic (1), and Golf & Parks Maintenance Worker (5).

MINIMUM QUALIFICATIONS

- High School Diploma or GED. Must possess a two-year turf degree from an accredited college or university.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years of experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

THE CITY OF GRIFFIN IS AN EQUAL OPPORTUNITY EMPLOYER