

CITY OF HELENA



Position Title: Golf Course Assistant Superintendent

Department: Parks Recreation

Division: Golf

Grade: 136

FLSA: Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position is to assist in the planning, executing and supervising the maintenance of the Bill Roberts Golf Course.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Under direction of the Golf Course Superintendent, this position participates in the hiring and supervision of the temporary golf course maintenance staff; ensures new staff are properly trained to fulfill assigned duties; and inspects and verifies employee work for accuracy, proper methods and compliance with applicable standards and specifications. The position also performs a variety of technical tasks including maintenance and operation of the irrigation system, application of fertilizers and pesticides, building maintenance and repair, and planning and execution of golf course work projects. The incumbent will monitor the golf course in order to maintain it in good health and playing conditions and maintain appropriate records.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Principles and practice of golf course construction and maintenance; operation and maintenance of irrigation systems and proper watering and drainage methods; and planting and culture of turf, trees, shrubs, and other plant material use on a golf course
- The game of golf and basic course marking
- Basic maintenance and repair of buildings, fencing, cart paths, ponds, driving range nets and other accessories associated with golf courses
- Proper use of fertilizers and chemicals and their associated occupational hazards and safety standards
- Pest control

Skill or ability to:

- Supervise others
- Operate and maintain tools, equipment and materials used in golf course maintenance
- Communicate effectively both orally and written
- Operate a computer and use software associated with business communications and golf course operations
- Establish, maintain and foster positive and harmonious working relationships with pro shop, concessions and other city staff as well as with contractors and the general public
- Understand and follow pertinent federal, state and local laws, codes and regulations that apply to assigned duties

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear and lift 50 lbs.; exposure to outdoor elements, insects, animals, noise, vibration, chemicals, mechanical and electrical hazards; ability to travel to different sites and locations.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of high school diploma or equivalent, but prefers a degree in turf management or a related field of study; a minimum of three years of increasingly responsible golf course maintenance or relevant work experience in landscape or parks maintenance; and at least one year of supervising others. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver’s license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver’s license within six months of hire.

Possession of or ability to obtain within 3 months of hire, a MT Pesticide Applicators License

Supervision Received:

Direction from Golf Course Superintendent

Supervision Exercised:

Direct supervision over temporary maintenance staff and may serve in the superintendent’s capacity during their absence.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

After reading this job description, as of this date would you require any accommodation to perform these duties?

YES or NO

Employee’s Signature: _____

Date: _____