

CITY OF HELENA



Position Title: Golf Course Superintendent

Department: Parks and Recreation

FLSA: Exempt

Job Purpose:

The position is responsible for leadership, coordination and oversight of all activities and functions of the golf course landscape maintenance within the Parks and Recreation Department to include turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, scheduling/maintenance or irrigation systems, pesticide applications, related recordings, and compliance of regulatory issues. The incumbent provides highly responsible, professional, administrative and complex support to the Parks and Recreation Director and coordinates assigned activities with other divisions, outside agencies and the general public. The Golf Course Superintendent works to create an environment where staff is involved and enthusiastic, with open communications and respect for themselves, members, guests and the property.

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.*

Golf Course Maintenance and Management

Coordinate the organization, staffing, and operational activities for the golf course facility including turf and landscape maintenance, irrigation, and related equipment service and repair.

Work closely with the Head Golf Professional and Food & Beverage Manager in a responsible and professional manner and participate in the development and implementation of goals, objectives, policies, and priorities for the golf course facility; identify resource needs; recommend and implement policies and procedures.

Oversee and participate in turf maintenance services to ensure a sound cultural turf program. Ensure the course remains in good playing condition. Plan and coordinate golf course landscaping and maintenance projects; identify opportunities for improving maintenance methods and procedures; review with appropriate management staff; implement improvements.

Oversee the proper care and maintenance of golf course features such as trees, ponds, paths, fencing, driving range, hard surface areas, and signs and supervise planting of new trees, shrubs and plants.

Control, monitor, and direct the application of appropriate chemicals in the control of pests and diseases; ensure compliance with State and Federal laws and regulations; keep current on laws and regulations regarding use of EPA sensitive products and procedures; maintain records of use.

Oversee the management and maintenance of the golf course equipment and golf car rental fleet.

Assume responsibility for the general maintenance of the outlying buildings on the golf course; perform minor painting, carpentry, plumbing, electrical maintenance repairs, and winterization of all maintenance facilities.

Supervise the use and operation of tools, equipment, and vehicles; ensure that tools, equipment, and vehicles are safely operated, maintained, and secured when not in use.

Coordinate assigned services and activities with those of other divisions and outside agencies and organizations.

Respond to and resolve difficult inquiries and complaints.

Provide staff assistance to the Parks and Recreation Director; prepare and present staff reports and other necessary correspondence. Work with the Parks and Recreation Director to plan for the future needs of the golf course and to

facilitate the needs of the public.

Prepare necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of golf course maintenance and landscaping.

Fiscal Management

Prepare and participate in the development and administration of the golf course maintenance and capital budgets; forecast additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; recommend adjustments as necessary.

Personnel Management

Select, train, motivate, and evaluate maintenance personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Schedule on call personnel for irrigation and maintenance emergencies.

Safety Administration

This position is required to ensure all employees within the facility are following all City safety standards and protocol. The position will report occupational injuries, illnesses and near misses immediately to appropriate personnel and follow protocol for obtaining first aid and/or medical attention. The position will participate in accident investigations and participate in safety training as requested. The position will identify, correct or report hazards to supervisor or safety committee as appropriate and suggest improvements to safety training requirements or programs.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Operational characteristics, services, and activities of a golf course landscaping and maintenance program.
- Modern and complex principles and practices of golf course landscaping and maintenance.
- Construction, establishment, and maintenance practices employed on the golf course.
- Planting and culture of turf grasses, trees, shrubs, and other plant materials used on a golf course.
- Principles and practices of landscape architecture and horticulture.
- Proper use of fertilizers and chemicals.
- Pest control methods and materials.
- Irrigation systems including wells, pumps, and automatic irrigation systems.
- Appropriate watering practices and drainage methods.
- Operation, maintenance, and repair of equipment, tools, and materials used in golf course maintenance.
- Principles and practices used in maintaining the facility buildings, shelters, fences, cart paths, ponds, and driving range nets.
- Occupational hazards and standard safety precautions necessary in the area of golf course landscaping and maintenance.
- Principles of budget preparation and control.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

- Modern office practices, methods, and computer equipment.
- Principles and procedures of record keeping and reporting.
- Principles and practices of the game of golf and that relationship to golf course set-up
- Safe driving principles and practices.

Skill or ability to:

- Operate modern office equipment including computer equipment.
- Operate a wide variety of equipment and tools used in golf course landscaping and maintenance in a safe and effective manner.
- Operate a motor vehicle safely.
- Manage and coordinate the work of supervisory, technical, and maintenance personnel.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Plan for the future needs of the Golf course and to facilitate the needs of the public by developing cost estimates and projections.
- Interpret and apply the policies, procedures, laws, and regulations pertaining to assigned programs and functions.
- Read, interpret, and apply a wide variety of technical information from manuals, drawings, specifications, layouts, blueprints, and schematics.
- Ensure the maximum utilization of manpower, equipment, and supplies.
- Accurately determine project material needs.
- Prepare and maintain accurate and complete records.
- Prepare clear and concise reports.
- Prepare and administer budgets.
- Respond to requests and inquiries from the general public.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Physical Demands /Work Environment

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift 50 lbs.; exposure to cold, heat, noise, outdoors, vibration, chemicals, mechanical hazards, and electrical hazards; ability to travel to different sites and locations. Position is required to work weekends and holidays as needed.

Minimum Qualifications (Education, Experience and Training):

This position requires a degree or certificate in Turf Management (or related field like agronomy, horticulture, plant and soil science) and 3-5 years of experience as a Golf Course Superintendent or 1st Assistant. Advanced computer skills required for financial reporting and control of operations, including use of Microsoft Office Suite. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Possession of a valid MT driver's license and acceptable driving record.

Possession of a Montana State Pesticide Applicators License or ability to obtain one within first year of employment.

Supervision Received:

Supervised by the Parks and Recreation Director

Supervision Exercised:

Supervises all employees of the golf course maintenance division.

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** (circle one)

Employee's Signature: _____

Date: _____