

City of Cottage Grove
Job Description
[Golf Course Superintendent – Public Works Department]

Department: Public Works / Middlefield Golf Course	FLSA: Exempt
Reports to: Fleet and Facilities Manager	Representation: Non- Represented
Pay Range: 20	Date Adopted: November 2016

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties, does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

The employee manages the maintenance and operation of the golf course grounds and equipment to enhance the playing areas for golfers and landscapes of the property while conserving and protecting natural resources.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this position may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

An employee in this position is responsible for oversight as well as performing tasks to ensure the proper maintenance, appearance, improvement and operation of the golf course grounds, buildings, surrounding landscaping and equipment installed or used at Middlefield Golf Course. Work is performed under the general direction of the Fleet and Facilities Manager who reviews the work primarily on the basis of effectiveness and results obtained. Direct supervision is provided to golf course maintenance employees and volunteers.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, assigns, directs and performs the work of Golf Course maintenance staff.
2. Schedules daily work tasks for maintenance, care, and inspection of the golf course.
3. Develops opportunities that will encourage and utilize volunteers in assisting with grounds maintenance.
4. Prepares recommended annual operating budget for the maintenance of the golf course and controls the implementation of the adopted budget.
5. Ensures that maintenance activities do not conflict with public use of the facility.
6. Develops and implements a turf maintenance program based on the United States Golf Association (USGA) and/or the Oregon Golf Course Superintendents Association (OGCSA) standards.
7. Performs, directs and oversees the general maintenance of the golf course and surrounding landscaping including mowing, fertilizing, vertical cutting, tree planting and trimming, arifying and sanding.

8. Monitors and assists with maintaining the health and quality of the ponds and water features.
9. Installs and maintains irrigation system including pumps and time clocks.
10. Recognizes and treats turf diseases and other problems.
11. Monitors the maintenance of equipment and golf carts.
12. Oversees and ensures the security of all City property and equipment installed or maintained at or adjacent to the golf course.
13. Implements procedures to insure the personal safety of golfers and City employees.
14. Provides direct supervision to various golf course maintenance employees and volunteers in areas of training, safety, operational procedures and maintenance of equipment and tools.
15. Participates in personnel issues of subordinate employees or volunteers including work review, performance evaluations and recommendations for hiring, termination and disciplinary action.
16. May work irregular hours, shifts, weekends, holidays, and evenings.
17. Coordinates with other Public Works Departments section supervisors to provide and receive assistance related to golf course operations.
18. Participates in the development and coordinates the implementation of pesticide, herbicide and fertilizer management on other City properties.
19. Communicates effectively both verbally and in writing with supervisors, colleagues, and individuals using the course.
20. Works effectively and relates well with others including supervisors, colleagues, and individuals using the facilities of the golf course.
21. Confers with Pro-shop staff, golf club leadership and golfers regularly in a positive manner to seek opportunities to improve or enhance course conditions.
22. Exhibits a professional manner in dealing with others and works to maintain constructive working relationships.
23. Ability to perform the essential functions of the job.

IMPORTANT FUNCTIONS:

1. Keeps accurate and complete records on inventory, weather data, maintenance procedures, pesticide and fertilizer applications, etc.
2. Communicates regularly with clubs and users of course regarding course condition and possible improvements.
3. Oversees construction, renovation, and/or reconstruction of golf course facilities.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to work outdoors on a variety of terrain and in adverse weather conditions. Hours of work may vary with early morning or late evening. Must be capable of operating equipment and tools in early morning hours in low light. The position involves regular heavy lifting of up to 50 lbs, frequent twisting, pushing/pulling, manual dexterity to use hand tools and adjust machinery, stooping, sitting, reaching above shoulder level.

JOB SPECIFICATIONS:

Education and experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered.

Education & Experience:

1. Minimum two or four year degree in turf grass management or closely related field. Must have ability to understand and carry out oral and written instructions, policies and rules in order to do job safely, and be able to complete forms and reports as required by the position.
 - a. Minimum of three years of experience in golf course maintenance with at least one year in a supervisory role.
 - b. Any equivalent combination of education and experience.

Knowledge, Skills and Abilities:

1. Advanced knowledge of agronomy and turf grass management practices;
2. A working knowledge of golf facility construction principles, practices and methods; and a thorough understanding of the rules and strategies of the game of golf.
3. A high degree of administrative and executive ability, especially in terms of problem solving and decision making.
4. Excellent oral and written communication skills.
5. Knowledge of current federal, state and local laws and regulations affecting the management of golf course operations (including, but not limited to, employment, safety and environmental standards, laws and regulations).
6. Knowledge of the operation and maintenance of all golf course equipment, including minor adjustments and lubrication for greens, fairway and rough area mowers, pesticide applicators, aerators, mechanical sand trap rakes, edgers, trimmers and a wide variety of hand and power tools.
7. Ability to install, operate and adjust irrigation controllers, valves, sprinklers and computerized systems.
8. Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.

Special Requirements and Certifications:

1. Must possess an Oregon Public Pesticide Applicator's License or ability to obtain the required license in 90 days.
2. Must possess a valid Oregon Driver's license or ability to obtain one within 90 days. Employee must maintain a safe driving record while employed with the City of Cottage Grove.

Supervisory Duties:

This is a supervisory position responsible for training, scheduling, work review, and directing a staff of employees and volunteers for the purpose of maintaining the properties. The position coordinates with supervisor for hiring, performance evaluations, disciplinary actions or termination actions.

Supervision Received:

This position operates under the general direction of the Fleet and Facilities Manager. Must be able to work independently and effectively prioritize the workload for self and staff.