

**City of Cottage Grove  
Job Description  
Assistant Golf Course Superintendent**

<b>Department:</b> Public Works & Development	<b>FLSA:</b> Non-Exempt
<b>Reports to:</b> Golf Course Superintendent	<b>Representation:</b> Laborers
<b>Pay Range:</b> Range 10	<b>Date Adopted:</b> 06/30/2021

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:**

This position reports directly to the Middlefield Golf Course Superintendent. Under the Golf Course Superintendent's supervision, the Assistant directs and participates in the maintenance of all golf course features, equipment, and facilities. The Assistant Superintendent may serve in the Golf Course Superintendent's capacity in the event of their absence.

**DUTIES AND RESPONSIBILITIES:**

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

**ESSENTIAL FUNCTIONS:**

1. Assist with daily operations of Middlefield Golf Course.
2. Assist in planning and supervising the maintenance of greens, tees, fairways, roughs, and bunkers.
3. Assist in personnel management and evaluation.
4. Trains and supervises in coordination with the Superintendent all full-time, part-time and seasonal staff.
5. Schedules work (may modify the daily work schedule based on professional interpretation) and supervises the employees and their designated tasks/use of equipment.
6. Assists in the programming, repair, and maintenance of irrigations systems.
7. Performs or supervises the implementation of an overall turf health program. This includes aeration, topdressing, and the application of pesticides, fertilizer, & chemicals to golf course turf.
8. Operates an assortment of golf course equipment, including but not limited to: mowers, utility vehicles, sweepers, brooms, rollers, rakes, utility vehicles, loaders, compressors, trenchers, and automobiles.

9. Mows golf course turf and performs daily course setup duties.
10. Maintains and repairs golf course equipment.
11. Trims and removes trees and brush.
12. Performs other duties as assigned by the Golf Course Superintendent and Public Works Director.

### **IMPORTANT FUNCTIONS:**

1. Assist with accurate and complete records on inventory, weather data, maintenance procedures, pesticide and fertilizer applications, etc.
2. Communicates regularly with pro shop staff, clubs and users of course regarding course condition and possible improvements.

### **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.

1. The employee is regularly required to sustain long periods of standing; walking; use hands to finger, handle or feel; reach with hands and arms; and climb or balance.
2. The employee must be able to withstand long periods of stooping, kneeling, crouching or crawling.
3. The employee must frequently lift and/or move up to 50 pounds.
4. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
5. Must be capable of working outdoors in inclement weather conditions.

### **DISTINGUISHING CHARACTERISTICS:**

#### **JOB SPECIFICATIONS:**

##### **Education & Experience:**

1. Minimum of three years of experience in golf course and/or maintenance with at least one year in a lead role.
2. Experience in the planting, cultivating, pruning and caring of plants, shrubs and trees.
3. Experience in the use of fertilizers, herbicide and pest control; irrigation and drainage systems.
4. Experience in turf maintenance or related field preferred.

##### **Knowledge, Skills and Abilities:**

##### **KNOWLEDGE:**

1. Working knowledge of the maintenance of golf course tees, fairways, roughs, bunkers, and greens.
2. Seeding and maintenance practices for golf course turf.

3. Planting, cultivating, pruning, and caring for plants, shrubs and trees.
4. Characteristics and proper use of various fertilizers and soil conditioners, herbicides and pest control methods and materials.
5. Irrigation system operation, repair, and maintenance.
6. Maintenance of golf courses and facilities.
7. Equipment operation and maintenance procedures.

**ABILITY TO:**

1. Schedule and supervise maintenance work to achieve the most efficient utilization of workers and equipment.
2. Ability to follow company policy / procedures and guidelines.
3. Ability to install, operate and adjust irrigation controllers, valves, sprinklers and computerized systems.
4. Participation in continuing education opportunities such as seminars, workshops, correspondence courses, field days and trade shows.

**SKILL IN:**

1. Operation of light and heavy equipment.
2. Prepare clear and concise written reports.
3. Maintain effective employee and public relations.
4. Oral and written communication.

**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.
3. Employee must maintain a safe driving record while employed with the City of Cottage Grove.

**Supervisory Duties:** This position has functional supervision over assigned seasonal personnel, and fills in for the Golf Course Superintendent in their absence.

**Supervision Received:** The Golf Course Superintendent assigns work in terms of general instructions, and spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

**Contact with Others:** Contacts are typically with co-workers, user groups, vendors, and members of the general public.