

CLAY COUNTY JOB DESCRIPTION

Position Title: Golf Course Superintendent **FLSA:** Exempt
Department: Parks, Recreation & Historic Sites **Level:** 21
Reports To: Operations Manager
Date: January 2018
Revised:

General Purpose

The ***Golf Course Superintendent*** is a supervisory position that works independently with general oversight and direction. This individual is entrusted with the maintenance, operations and management of Paradise Point Golf Complex and will carefully manage the maintenance of the golf course while conserving and protecting natural resources.

Primary Responsibilities:

- Supervising the maintenance of the golf course(s).
- Supervising the maintenance and repair of golf course maintenance equipment.
- Rendering professional advice, opinions, assistance and services to the Golf Course board of directors or managing body as required.
- Participating in all long-range planning meetings concerning the golf courses.

Essential Duties

The following is a nonexclusive list of essential duties and responsibilities for this position. The incumbent employee must be able to effectively and efficiently perform them and other duties as assigned:

- The Golf Course Superintendent assumes responsibility for managing and maintaining golf course properties, which may include: the golf course(s), maintenance equipment, the golf car fleet, clubhouse grounds and landscaping.
- Supervises construction, renovation and/or reconstruction of such properties, whether performed by maintenance staff or outside contractors.
- Prepares the annual budgets for the maintenance and capital improvement of course properties. This individual formulates the annual maintenance and capital budgets so as to implement board policies established in accordance with the long-range plan and defined maintenance standards.
- Interviews, hires, trains and supervises a staff of employees for the purpose of maintaining the properties and has authority to terminate employment of subordinates.
- Plans all maintenance and project work, applying his or her agronomic and administrative expertise to achieve the agreed-upon maintenance standards and long-range goals.
- Oversees the scheduling and routing of personnel and equipment to accomplish the work. Frequently inspecting the golf course and related areas to evaluate how well management standards are being achieved and to effect changes in management programs.
- Acquires equipment and purchases necessary supplies to maintain the golf course and other properties. The Golf Course Superintendent is responsible for inventory control and oversees the equipment maintenance programs.
- Keeps accurate and complete records on payroll, inventory, weather data, maintenance procedures, pesticide applications, etc.
- Communicates regularly with other members of the top management group to discuss activities, goals, plans and member/customer input.
- Follows all County and departmental safety rules, regulations, and procedures.

- Performs other related duties as assigned and reasonably qualified to perform.

Knowledge, Skills and Abilities

- Thorough knowledge of management and maintenance of greens, fairways and roughs.
- Thorough knowledge of modern principles and practices of management and supervision.
- Knowledge of use and operating standards of equipment and tools used in golf course construction and maintenance work.
- General knowledge of principles and practices of governmental fiscal management, including budget preparation, expenditure control, purchasing and record keeping.
- Knowledge of safe use, mixing and application of chemicals and commercial products.
- Knowledge of the game of golf, golf rules and methods of play..
- Skilled in performing maintenance, construction and other assigned functions.
- Intermediate skill level with a personal computer and various software applications.
- Ability to work outdoor conditions of extreme heat or cold for lengths of time.
- Ability to plan, organize and oversee assigned work programs, including training, monitoring, evaluating and motivating personnel.
- Ability and knowledge to lay out irrigation patterns, drainage patterns, construct tees and/or greens.
- Ability to analyze and evaluate golf course maintenance and to develop and implement corrective action to resolve problems.
- Ability to pass a drug screening test.
- Ability to handle detailed and stressful situations in an appropriate manner.
- Ability to see with 20/20 corrected vision and see colors clearly.
- Ability to establish and maintain effective working relationships with employees, other agencies, golfers and the general public.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations.
- Ability to maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include, walking long distances, climbing, bending, standing and sitting for extended periods of time, lifting up to 50 pounds and operating assigned equipment.

Education and Experience

- Advanced knowledge of agronomy and turf grass management practices; a working knowledge of golf course maintenance and set up; and a thorough understanding of the rules and strategies of the game of golf.
- 2-year degree or certificate in Turf Management (or related field like agronomy, horticulture, plant science, soil science) and minimum of 10+ years Golf Course Superintendent experience
- A high degree of administrative and executive ability, especially in terms of problem solving and decision making.
- Excellent oral and written communications skills.
- 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).

Licenses, Certificates and Other Requirements

- Must have or be able to obtain state pesticide applicator license
- Must be legally licensed and insured to operate a motor vehicle.

Minimum ADA/Physical Requirements

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and

communicate effectively on the telephone and in person.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to see colors clearly, comprehend written work instructions and evaluate outside areas for proper maintenance.
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and personal computer.
- Sufficient personal mobility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to sit and work at a keyboard for an extended period of time or perform strenuous tasks requiring muscular strength and coordination, maintain body balance while ascending or descending ladders or open stairs, and to maintain body equilibrium while bending at the waist or at the knees; frequently required to stand, sit or traverse outside for extended period of time without a significant rest period; able to lift up to 50 pounds.
- Must be legally licensed and insured with the ability to drive under normal and emergency response situations.

Work Environment

- Some work is performed in an office setting. The noise level is typically moderately quiet; at times the noise level may be loud, with frequent interruptions and multiple demands.
- Some work is performed outside around construction equipment, in varying types of terrain, near excavations or construction sites, exposed to insects, snakes, poison ivy and inclement weather.
- In times of emergency and/or public safety incidents, may be exposed for prolonged periods of time to outdoor weather conditions that may vary from extreme heat to extreme cold; may be exposed to debris, fumes, odors, airborne particles and dust; may be exposed to the possibility of bodily injury; may be exposed to toxic or caustic chemicals and other hazardous conditions.

Required Travel

- The employee will be required to travel throughout the County; may be required to travel within and out of state.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT. Clay County maintains its rights as an “at will” employer and nothing in this job description restricts its ability to assign, reassign or eliminate duties and responsibilities of this job at any time. It does not prescribe or restrict the tasks that may be assigned. This job description describes the County’s current assignment of essential functions. Those functions may change at any time as the needs of the County change or for other reasons deemed appropriate by the County.

Approved By:

Assistant County Administrator – Facilities

Date

Assistant County Administrator – Finance & Administrative Services

Date

County Administrator

Date