



## **JOB DESCRIPTION**

### **PARKS & GOLF SUPERINTENDENT**

**(Exempt/Management Position)**

#### **DEFINITION**

Under general supervision of the Assistant City Manager, to supervise the construction, maintenance, operation, and management of the parks & golf course, playing areas, equipment, and facilities; and to perform related work as assigned.

**EXAMPLES OF DUTIES:** (These examples are intended only as illustrations of the various types of work performed. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

#### **(E) Essential Duty; (M) Major Portion of Time**

- Plan, direct, supervise, and coordinate a comprehensive program of park, golf course and path development, maintenance and improvement. (E-M)
- Identify community parks and golf needs, priorities, and objectives, and make recommendations on appropriate techniques and operations. (E-M)
- Supervise and participate in cultivating, watering, and trimming hedges, lawns, trees, and shrubs in park areas. (E-M)
- Supervise and participate in grounds construction work involving rock masonry and cement work. (E)
- Supervise and participate in general building maintenance work, including carpentry, electrical repair, plumbing, sprinkling systems, and swimming pool facilities. (E-M)
- Prepare and maintain a variety of records and reports including managing budgeted funds.
- Assist in the planning and implementation of special events. (E)
- Respond to citizen complaints and inquiries. (E)
- Conduct regular safety and work technique training sessions with employees. (E)
- Keep records of all training, materials application, equipment maintenance, pest outbreaks and weather conditions.
- Participate in the development of the Parks and Golf budget and administer the requisitioning of supplies, equipment and other expenditures. (E)
- Works with and maintain communications with the Golf Professional, Park and Recreation Commission, other related committees and public to coordinate a smoothly-run operation.
- Coordinate and provide assistance on park and golf activities with other City departments, outside agencies and public.
- Supervise, train, and evaluate assigned personnel. (E-M)
- Work flexible hours, including weekends and holidays. (E)
- Perform other duties as assigned.

#### **QUALIFICATIONS**

##### **Knowledge of:**

- Techniques of supervision, training, and evaluation.
- Methods, tools, materials, and practices used in park and building maintenance work, greens maintenance, golf course tees and fairways.
- Procedures used in cultivating, fertilizing, watering, and spraying of trees, shrubs, flowers, and ground covers.

- Characteristics and proper use of various fertilizers and soil conditioners, herbicides, and pest control methods and materials.
- Drainage control methods of water and irrigation systems, including wells, pumps, and automatic controls.
- Construction of golf cart paths.
- Principles of the game of golf.
- Plant and tree diseases.
- Operating and maintenance requirements of power mowing and allied equipment.
- Safe work practices.
- Budgetary policies and practices.
- Interpersonal and communication skills.
- Basic computer operations for the preparation of reports and various documentation.

**Ability to:**

- Use a variety of tools and equipment skillfully.
- Communicate clearly and concisely, orally and in writing.
- Supervise, train, and evaluate staff.
- Understand and carry out oral and written instructions.
- Analyze situations carefully and adopt effective courses of action.
- Perform heavy manual work, lifting up to 50 pounds.
- Establish cooperative and effective working relations with subordinates, public groups and organizations, City officials, and other governmental agencies.
- Work flexible hours, including weekends and holidays.
- Stand for long periods of time.
- Traverse uneven or steep ground.
- Bend and stoop repeatedly in the performance of maintenance duties.
- Work in extreme weather conditions.

**Experience:**

Five years of experience in park, golf course, or other grounds keeping maintenance work, including two years at a supervisory or lead level.

**Education:**

Equivalent to a Bachelor's Degree in Agronomy or Horticulture with an emphasis on Turf Grass Management.

**Special Requirements**

- Possession of a valid Class C California Driver's License.
- Possession of a State of California Pesticide Spraying Certificate.
- The successful candidate will be required to obtain a Pool Operator Certificate within six months of appointment to this position.
- Bilingual abilities preferred.

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