

JOB DESCRIPTION



GOLF SUPERVISOR

DEFINITION

Under administrative direction of the Director of Community Services, to supervise the construction, maintenance, operation, and management of the 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 long-term comprehensive program of golf course and path development, maintenance, and improvement. (E-M)
- Identify community golf needs and division goals, priorities, and objectives. (E-M)
- Supervise the mowing, watering, planting, fertilizing, and maintenance of trees, greens, fairways, and turf. (E-M)
- Assist in the development of the Golf Course Budget and administer the requisitioning of supplies, equipment, and other expenditures. (E)
- Supervise the operation of equipment repair and facilities maintenance activities.
- Maintain records of all training, materials application, equipment maintenance, pest outbreaks, and weather conditions. (E)
- Respond to citizen complaints and requests for information. (E)
- Work with and maintain communications with the Golf Professional, attend Golf Committee and other related committee meetings, and work with the public to coordinate an efficient operation. (E)
- Select, supervise, train, and evaluate assigned staff. (E-M)
- Coordinate and provide assistance on golf activities with other City departments, outside agencies, and the public. (E)
- Work flexible hours, including weekends, evenings, and holidays. (E)
- Park Maintenance Supervisory duties, as required, based upon department needs. (E)
- Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Methods, tools, materials, and practices used in greens maintenance and golf course tees and fairways.
- Proper planning, cultivating, and pruning of plants, shrubs, trees, and other types of ground cover.
- 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 and maintenance of golf cart paths.
- Safe work practices.
- Techniques of supervision, training, and evaluations.
- Principles of the game of golf.

- Budgetary policies and practices.
- Interpersonal and communication skills.

Ability to:

- Maintain tees, fairways, and greens to an acceptable standard of use play.
- Communicate clearly and concisely, orally and in writing.
- Understand and carry out oral and written instructions.
- Prepare clear and concise reports and schedules.
- Prepare annual budget estimates for golf course expenditures.
- Work cooperatively with other departments, City officials, outside agencies, and those contacted in the course of work.
- Analyze situations carefully and adopt effective courses of action.
- Plan, organize, and schedule priorities within the golf course functions.
- Supervise, train, and evaluate assigned staff.
- Work flexible hours, including weekends, evenings, and holidays.
- Perform heavy manual work and lift up to 50 pounds.
- 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 golf course maintenance work, including two years at a supervisory or lead position level.

EDUCATION

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

SPECIAL REQUIREMENT

- Possession of a Class C California Driver's License.
- Qualified Applicators Certificate.