

CITY OF SALINAS

GOLF COURSE MAINTENANCE CREW SUPERVISOR

BARGAINING UNIT/CLASS CODE:

SEIU SUPV. / J03

DEFINITION

To plan, organize, assign, and review the maintenance program for a Golf Course to provide quality playing conditions. Repair and operate technically advanced computerized irrigation system. To supervise workers in the care and maintenance of a golf course and to perform a variety of semi-skilled and skilled tasks in the maintenance of golf course grounds and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey and lead class in the Golf Course Worker class series. It is distinguished from Golf Course Worker in that it exercises more technical and functional supervision as well as performing tasks requiring highly specialized knowledge, abilities and skills. It is distinguished from the Golf Course Superintendent in that the Golf Course Superintendent is responsible for the overall maintenance and operation.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from Golf Course Superintendent and Golf Operations Manager. Exercises technical and functional supervision of Golf Course Worker.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Provide supervision of golf course workers; provide training; assign and review work; assist supervisor to evaluate worker performance and recommend personnel actions. Promote and maintain effective greenskeeping operations. Promote and implement effective safety practices. Maintain administrative records; prepare reports in coordination with the supervisor. Mow greens, tees, aprons, fairways, around trees, ponds, and other turf and golf course areas, and lead less experienced workers in these duties. Edge and hand rake greens and sand traps. Change cups; repair ball marks. Verti-cut, aerate and top-dress tees, greens, fairways and other turf areas. Responsibility for programming of the irrigation controller and operation of master irrigation computer software for efficient irrigation of the turf and landscape areas of the course. Lay sod as required. Fertilize and spray tees, greens, fairways and other turf areas with pesticides as trained and certified. Water golf course grounds. Maintain irrigation system, sprinklers, ponds, restrooms, moats, fences, fence lines, spike cleaners, ball washers, flags and poles. Operate, maintain and regularly safety inspect power equipment used. Drive light and heavy vehicles (trucks, loaders, and trailers) and instruct less experienced workers in their safe and effective operation. Perform minor equipment repairs, custodial work, general carpentry and plumbing work. Perform other related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, machines and related equipment; vision sufficient to read fine printed materials on labels, Material Safety Data Sheets, manuals, maps, diagrams, to work with color-coded wires with no color deficiencies; hearing sufficient to conduct in person and telephone conversations occasionally over the noise of operating equipment; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about an office work environment, and on the uneven terrain of a golf course; physical strength to lift up to 60 lbs; physical stamina sufficient to sit or walk for prolonged periods of time and persevere long periods of exposure to pollen and grass; no severe allergic reactions to dust or pollen; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

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GOLF COURSE MAINTENANCE CREW SUPERVISOR (continued)**

WORKING CONDITIONS

Working environment is shared between and office, and the out-of-doors. Work outdoors under adverse conditions in heat, wind, cold and rain. Occasional need to perform heavy manual labor for several hours in a given day bending, crouching, kneeling, pushing/pulling and reaching in all directions. Work in and around potentially hazardous substances, including pesticides, herbicides and motor fuel. Work daily in and around grass and brush in a high allergen environment. Physical mobility sufficient to move frequently about a golf course and its grounds, either by walking, driving a truck or while operating apparatus, and in an office work environment. Office environment work is subject to sitting at a desk or standing at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions with some time spent working at a computer terminal. Drive a motor vehicle, golf apparatus, and travel to attend classes, seminars and occasional out-of-town meetings during work and non-work hours.

QUALIFICATIONS

Knowledge of:

Employee training, supervisory and communication techniques. City policies and procedures. Methods, tools, materials, and equipment used in golf course maintenance. Care of greens, fairways, trees and sand traps; fertilizing, watering of golf course grounds. Advance operations of master irrigation control systems. Pest control methods, materials and safety. Building maintenance procedures and techniques; like carpentry, plumbing and custodial work. Purposes and uses of a variety of equipment and tools used in golf course maintenance work.

Ability to:

Effectively train, supervise, lead and maintain cooperative working relationships with workers. Keep records accurately and neatly; prepare clear and concise reports. Evaluate work procedures; identify, recognize and implement improvements. Perform a variety of semi-skilled and skilled tasks in the care and maintenance of golf courses and instruct others in these tasks. Apply insecticides, herbicides, and fungicides for effective results and instruct others in these tasks. Lead a work crew in the care and maintenance of golf course greens. Operate and repair all phases of technically advanced irrigation systems. Operate a variety of equipment, power tools and hand tools and instruct others in these duties. Perform building maintenance and custodial work and lead others in performing these tasks.

Skills to:

Lead a work crew to care and maintain lawn areas, plants, and trees. Apply insecticides, herbicides, and other pesticides. Operate, maintain and inspect equipment, power tools, and hand tools in maintaining a golf course and related facilities. Paint, do general carpentry, general plumbing and cleaning in building maintenance.

License or Certificate:

Possession of a California Pesticide Applicator Certificate. Possession of a valid California driver's license appropriate to vehicles operated.

Education and Experience:

An example of the education and experience which most likely demonstrates the knowledge, skills and abilities required to perform the duties would be any combination equivalent to two years at an accredited college with a degree in turf management; **OR** high school graduation and three years of golf course maintenance experience including one year in a lead worker capacity.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____