

CITY OF SALINAS

GOLF COURSE SUPERINTENDENT

BARGAINING UNIT/CLASS CODE:

AMPS / J16

DEFINITION

Plan, organize and direct improvement and maintenance of City golf courses for high quality playing conditions; and to provide high-level staff and technical support.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Golf Operations Manager. Exercises direction and general supervision over subordinate staff.

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

Review work orders and schedule personnel and equipment in accordance with job requirements. Assume responsibility for a variety of personnel actions including assisting and recommending in selection, promotion, performance evaluation, disciplinary action, and dismissal. Prepare and manage budget requests for work unit, to include yearly budget plan. Prepare reports, correspondence and maintain records as required. Answer complaints and resolve problems. Supervise the maintenance of employee attendance, vacation, and leave records. Supervise and participate in general building and facility maintenance and repairs. Requisition materials and supplies and assist in preparing equipment specifications. Conduct training for employees in safety, working methods and equipment operation. Plan, organize, and supervise the work of assigned crews. Inspect and evaluate work progress. Conduct golf course maintenance activities including the installation and maintenance of irrigation systems. Supervise and participate in the preparation and application of chemicals for pests and diseases. Prepare pesticide recommendations in accordance with state and county applicable ordinances. Maintain current knowledge of insecticides, fungicides, herbicides and other pesticides and instruct and supervise subordinates in their use. Maintain pesticide records of use, training, and storage as required by law. Review and advise staff on Capital Improvement Projects at golf courses. Schedule and supervise the maintenance and beautification of assigned areas and/or facilities. Represent the City and/or Recreation/Park Superintendent when dealing with various private and public organizations; provide technical support, advise and make recommendations.

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, business machines and related equipment; vision sufficient to read printed materials; training materials, MSDS sheets and equipment diagrams, 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 50 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.

WORKING CONDITIONS

Working environment is shared between and office, and the out-of-doors. 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. Frequent need to work out of doors, on grass and brush in a high allergen environment. Physical mobility sufficient to move about the office work environment and an occasional need to walk or drive a golf cart on

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a golf course during the course of a week to conduct inspections. Drive a motor vehicle, travel to attend classes, seminars and occasional out-of-town meetings during work and non-work hours.

QUALIFICATIONS

Knowledge of:

Safe and proper application of pesticides, chemicals, and fertilizers. Purposes and uses of a variety of tools and equipment used and the proper operation and maintenance of these tools and equipment. Report writing techniques. Basic municipal accounting and budgeting practices; fiscal management and expenditures controls. Principles and practices of management and supervision, including techniques of personnel administration. Safety principles, practices and procedures. Methods, materials, tools, and equipment used in the care and maintenance of turf and irrigation systems. General construction and repair methods, materials and tools.

Ability to:

Prepare and maintain a variety of records and reports. Communicate clearly and concisely, verbally and in writing. Read and interpret plans and specifications to include contracts and grants. Estimate time, materials, and equipment needed to perform Golf Courses maintenance and repair work. Respond to inquiries and complaints from the public. Establish and maintain cooperative working relationships with others. Plan, direct, supervise and evaluate the work of assigned crews. Identify pests and diseases. Apply pesticides, herbicides and fungicides, growth regulators, fertilizer and other chemicals to receive effective results. Evaluate the maintenance needs of the city golf courses. Operate and maintain a variety of equipment and tools.

License or Certificate:

Possession of a valid California Driver's License appropriate to vehicles operated. Possession of a California Pesticide Applicator Certificate and Pesticide Advisor License. Possession of a Class "A" member of the California Golf Course Superintendent Association.

Education and Experience:

Education and experience most likely to develop these knowledge and abilities would be any combination equivalent to college level courses in Horticulture, Agronomy, Park Administration or other related field; and five (5) years journey level experience in golf course maintenance, which includes progressively responsible supervisory experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 11-92, REV: 2-94, REV: 7-01, REV: 2-07