



Job Title: Golf Course Grounds Superintendent
Department: Public Works – Pub Properties
FLSA Status: Exempt, Salaried, Full Time
Revised Date: 10/15/19 (Council Approval)

Accountability

Under the direction of the Public Properties Director.

Job Summary

Responsible for the maintenance, repair and construction of the nine-hole municipal golf course grounds and amenities.

Essential Job Functions

Supervises and participates in the daily maintenance of the golf course grounds and equipment; plans, schedules and directs projects to minimize impact on the golfing public; supervises and organizes daily activities of seasonal part-time personnel (prioritizes and assigns daily tasks and coordinates crews and equipment); conducts daily inspection of the turf and soil conditions (plants, trims, mows, waters, fertilizes, applies disease control); ensures proper and safe use of chemicals and pesticides; maintains irrigation system (determines frequency, amount and timing); plans, implements, and maintains tree and ornamental plantings (plants, trims, waters, cuts, fertilizes and sprays); maintains cart path; assists Golf Shop Manager on special events and golf tournaments; performs personnel evaluations and assists in employee recruitment, hiring, training and discipline; requisitions materials, equipment and supplies; maintains inventory; establishes and encourages safe work practices; assists in annual budget preparation and monitors revenues and expenses to ensure budget compliance; conducts basic facility maintenance and janitorial work; regular and reliable attendance; other duties as assigned.

Additional Duties and Responsibilities

Addresses citizen and player inquiries and feedback; resolves conflict; prepares reports and maintains records; assists Public Properties Department and other departments; attends meetings and seminars.

Knowledge, Abilities and Skills

Good oral and written communication skills to effectively communicate on a daily basis with the public, employees, volunteers, City Officials, and other city departments; high degree of organization skills; works independently and as part of a team; knowledge of: the game of golf, the impact of course conditions, and the needs of the playing public; course management best practice (landscaping, turf grass maintenance, irrigation systems, pest and disease control, horticulture practices, fertilizer and chemical application, top dressing, mowing, course layout) to meet PGA standards; basic mathematical skills; basic computer skills, (specifically, MS Office); ability to: analyze soil and grass; devise formulas to improve turf conditions; operate small hand and power tools, mowers, equipment and motor vehicles; work indoors and outdoors year-round; work in exposure to dust, noise and hazards; sit, stand, walk, bend, stoop, kneel, crouch, crawl, climb, dig, scoop, rake, reach, finger and handle objects; focus and maintain close, distance and peripheral vision with depth perception; work from a ladder at heights greater than 4 feet and a lift in excess of 20 feet; lift up to 50 pounds; independently maneuver on rough and irregular terrain; work varying schedule, including early mornings, evenings, weekends and holidays; available for call-out on short notice due to weather conditions or emergencies.

Education and Experience

Graduation from high school or equivalent; possess a valid driver's license; Nebraska Certified Pesticide Applicators license or ability to obtain within six (6) months of hire. Prefer: Associate or Bachelor's degree in horticultural science or related field; three (3) years of progressively responsible experience in greenskeeping, landscaping or general grounds maintenance, golf course management or maintenance; golf course superintendent certification

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This job description may be changed or updated at any time without notice.*