

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Assistant Superintendent, Golf Course	BAND/LEVEL:	OPR IV
DEPARTMENT:	Recreation Services	JOB NO:	7135
DIVISION:	Golf Course	DATE:	12/04/15
REPORTS TO:	Superintendent, Golf Course	FLSA STATUS:	NE
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 532/533

REPLACES: Assistant Superintendent, Golf Course

DATE: 01/08

JOB SUMMARY STATEMENT:

Assists Golf Course Superintendent in development of daily golf course work plans, inspections and evaluation of turf conditions, and maintenance of golf course records, supplies and equipment. Trains and supervises employees in golf course maintenance and proper equipment use. Manages capital improvement projects. Performs duties required of golf course attendants. Assumes responsibilities of G.C. Superintendent in his/her absence. Operates equipment during emergency operations, including snow removal.

DUTIES AND RESPONSIBILITIES:

1. Assists in development of daily work plans based on course conditions, weather conditions, and player need. Visually inspects turf conditions; checks weather forecast; communicates work assignments to staff and communicates with clubhouse.
2. Assists in inspection and evaluation of turf conditions. Inspects greens and tees daily, and samples turf and soil conditions. Assists in determining problem areas such as disease, drought, insects, and determines treatment/work plan based on findings.
3. Maintains complete golf course records of weather conditions, irrigation cycles, daily tasks completed, public contact, employee work hours, chemical applications, etc.
4. Maintains golf course supplies and equipment. Determines materials needed for projects, inventory supplies on hand, receives quotes, and orders materials as needed.
5. Assists in hiring and training new employees. Describes and demonstrates golf course maintenance and proper equipment use and desired tasks. Observe employees performing tasks. Answers questions and coach employee as needed.
6. Manages golf course irrigation system. Inspects pump station equipment daily. Visually checks operation of sprinklers. Assigns staff to repair leaks, maintain pump station, set irrigation controls and manage lake levels through purchasing water or pumping water from alternate sources.
7. Assists in managing Capital Improvement Projects. Submits written capital improvements and cost estimates. Plans projects, lists materials and labor needed, obtains quotes, places orders, purchases materials, coordinates with contractors, and participates in projects as needed. Stakes project and marks grades.
8. Performs duties and responsibilities of Golf Course Attendant I, II, and Senior.
9. Communicates, provides training, and monitors compliance of various administrative policies, operating procedures, environmental and safety issues, and directives which are applicable to golf course division employees.
10. Maintains clubhouse, turf care center and restrooms on site.
11. Operates equipment during emergency operations, including snow removal.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.

13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Associate's degree in turf or golf course management or a related field, or a combination of formal education and work experience. Possession of a valid Class A or B commercial driver's license with air brake endorsement or ability to obtain within six months of employment. Employees hired or promoted on or after January 1, 2012, must possess a valid Class A commercial driver's license with tanker and air brake endorsements, or ability to obtain within six months of employment. Must maintain an insurable driving record. Possession of a Kansas Commercial Applicator Certification, with 3A and 3B endorsements.

EXPERIENCE:

One to three years of increasingly responsible experience in golf course operations and maintenance work or an equivalent level of experience.

SKILLS:

1. Good oral and written communication skills
2. Organizational skills
3. Basic math and accounting skills
4. Basic computer skills
5. Requires high degree of problem solving and decision
6. Advance knowledge of agronomy and turf grass management practices
7. Ability to manage diverse work force
8. Advance knowledge of all related turf grass equipment
9. Mechanical skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City, state, and federal regulations
2. Ability to analyze complex problems and recommend possible solutions
3. Ability to work under distracting conditions
4. Ability to prioritize work
5. Mechanical aptitude
6. Ability to train and guide others

PHYSICAL REQUIREMENTS:

1. Visual acuity to identify turf variations and abnormal conditions
2. Exposure to extreme environmental conditions
3. Ability to operate City vehicles and equipment
4. Ability to operate various hand and power tools
5. Exposure to chemical liquids, powders, and fumes
6. Exposure to vehicle noise and fumes
7. Manual dexterity
8. Ability to work early morning hours and extended day hours, including weekends and holidays year round

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct - Golf Course Attendant, Senior
- Golf Course Attendants I & II
- Temporary Laborers

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

ESSENTIAL FUNCTIONS

ACTIVITY	DURATION	DESCRIPTION
Standing	Occasional	even / uneven surface
Walking	Occasional	even / uneven surface
Pushing Spread	Occasional	even / uneven surface
Sitting	Frequent	driving misc. vehicles
Driving	Frequent	motor vehicle / golf cart / misc. vehicles
Bending	Occasional	misc. tasks require bending postures (shovel/rake/etc.)
Stooping	Occasional	misc. tasks require stooping postures
Twisting	Occasional	misc. tasks require twisting postures
Kneeling	Occasional	misc. tasks require kneeling postures (irrigation)
Squatting	Occasional	misc. tasks require squatting postures
Crawling	Occasional	misc. tasks require crawling postures
Stairs	Occasional	misc. environments require use of stairs
Ladders	Occasional	misc. environments require use of ladders

LIFTING	WEIGHT	HEIGHT	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	floor to waist	variable	occasional	two hand lift
cooler (full)	82 lbs.	floor to chest	variable	occasional	two hand lift
bucket of sand (full)	68 lbs.	0-25 inches	variable	occasional	two hand lift
carbide blade	62 lbs.	0-20 inches	variable	occasional	snow preparation
spinner	100 lbs.	0-24 inches	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-61 inches	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-5 inches	variable	occasional	two hand lift
blower	20 lbs.	knee to waist	variable	occasional	two hand lift
tree segments	up to 50 lbs.	ground to waist	variable	occasional	cut during tree removal
cup tool	10 lbs.	floor to waist	variable	frequent	one hand lift
cup kit	8 lbs.	floor to waist	variable	frequent	one hand lift
bag of fertilizer	50	floor to chest	variable	occasional	two hand lift
weed eater	20 lbs.	floor to waist	variable	occasional	two hand lift
pole saw	20 lbs.	floor to chest	variable	occasional	two hand lift
shovels/rakes/tools	<10 lbs.	floor to waist	variable	occasional	two hand utilization
drag mat	70 lbs	floor to waist	variable	occasional	two hand lift

CARRYING	WEIGHT	DISTANCE	FREQUENCY	DURATION	DESCRIPTION
concrete	80 lbs.	0-40 feet	variable	occasional	two hand carry
cooler (full)	82 lbs.	0-40 feet	variable	occasional	two hand carry
bucket of sand (full)	68 lbs.	0-40 feet	variable	occasional	two hand carry
carbide blade	62 lbs.	0-10 feet	variable	occasional	snow preparation
spinner	100 lbs.	0-50 feet	variable	occasional	snow preparation
Tailgate doghouse	95 lbs.	0-50 feet	variable	occasional	snow preparation
ball washer housing	54 lbs.	0-10 feet	variable	occasional	two hand carry
blower	20 lbs.	0-100 feet	variable	occasional	two hand carry
tree segments	up to 50 lbs.	0-20 feet	variable	occasional	two hand carry
cup tool	10 lbs.	0-100 feet	variable	frequent	one hand carry
cup kit	8 lbs.	0-100 feet	variable	frequent	one hand carry
bag of fertilizer	50	0-30 feet	variable	occasional	two hand carry
weed eater	20 lbs.	variable	variable	occasional	two hand carry
pole saw	20 lbs.	variable	variable	occasional	two hand carry
shovels/rakes/tools	<10 lbs.	variable	variable	occasional	two hand carry

PUSHING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand push - vertical
trailer	90 lbs.	occasional	two hand push - vertical
misc. equipment	40 lbs.	occasional	two hand push - horizontal
snow blade	40 lbs.	occasional	snow preparation

PULLING	FORCE	FRQUNCY/DUR	DESCRIPTION
boat	60 lbs.	occasional	two hand pull - vertical
trailer	90 lbs.	occasional	two hand pull - vertical
misc. equipment	40 lbs.	occasional	two hand pull - horizontal
snow blade	40 lbs.	occasional	snow preparation

REACHING	DURATION	DESCRIPTION
Above Shoulder Height	occasional	type of job / tool dependent
At Shoulder Height	occasional	type of job / tool dependent
Below Shoulder Height	occasional	type of job / tool dependent
Below Waist	occasional	type of job / tool dependent
Below Knee	occasional	type of job / tool dependent

FINE MOTOR	DURATION	DESCRIPTION
Gripping	frequent	type of job / tool dependent
Pinching	occasional	type of job / tool dependent
Wrist Flexion & Extension	frequent	type of job / tool dependent
Wrist Lateral Deviations	frequent	type of job / tool dependent
Pronation & Supination	frequent	type of job / tool dependent