

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Golf Course Operations	BAND/LEVEL:	Mgmt IV
DEPARTMENT:	Recreation Services	JOB NO:	1550
DIVISION:	Golf Course	DATE:	3/25/12
REPORTS TO:	Director, Recreation Services	FLSA STATUS:	EX
FULL-TIME: <input checked="" type="checkbox"/>	PART-TIME: <input type="checkbox"/>	TEMPORARY: <input type="checkbox"/>	COST CENTER: 530

REPLACES: Manager, Golf Course Operations

DATE: 01/2004

JOB SUMMARY STATEMENT:

Manages the maintenance and operation of City's golf courses. Establishes and monitors clubhouse operations. Selects and supervises golf professional. Develops programs based on community interests and demands. Recruits, hires, trains, and supervises key managers. Establishes course capital improvements program. Establishes and monitors capital budget. Supervises the Farmstead operation. Serves as the department's safety coordinator and is a member on the City's Safety Council.

DUTIES AND RESPONSIBILITIES:

1. Manages the maintenance and operation of City's golf courses and insures high quality playing conditions for the citizens of Overland Park and surrounding communities. Inspects golf course conditions; establishes work plans; and selects chemicals, fertilizers and types and varieties of turf cultivars to be used.
2. Establishes and monitors clubhouse operating program that will provide prompt, courteous, and efficient service, and high quality, reasonably priced food, golf equipment, and instruction. Evaluates and surveys other golf operations. Implements positive modifications to services and programs. Selects, trains, and supports head golf professional to help achieve program goals and objectives.
3. Establishes an operating program that will provide for active promotion of game of golf for all golfers. Analyzes various segments of golf population and develops goals and objectives to attract and promote each specific player type/group to Overland Park courses.
4. Recruits, interviews, selects and trains key golf course manager positions and maintenance personnel. Maintains industry and college contacts.
5. Establishes, organizes, and maintains golf course capital improvement program. Prioritizes golf course improvements, budget for improvements, schedules projects, and coordinates workload.
6. Establishes, manages, and monitors golf course operating budget. Estimates and anticipates labor demands, supplies, materials, equipment, and capital project needs. Recommends fee structure to generate sufficient revenues to cover expenses. Complies with administrative policies on budgeting and purchasing.
7. Provides direct supervision of golf professionals, golf course superintendents, and farmstead superintendent. Conducts staff meetings, facilities inspections, discusses standards of performance, conducts performance evaluations and works with managers and supervisors on an ongoing bases.
8. Coordinates and maintains corporate leagues, special tournaments, and golf patron program. Maintains automated reservation system. Meets with all City golf organizations as required. Maintains golf division master calendar. Approves and issues facility use permits.
9. Supervises the Farmstead operation. Conduct staff meetings with farmstead superintendent. Monitors and assists in budget preparation. Evaluates farmstead conditions and assist in setting priorities. Interview and hire full time staff. Assists in capital improvement projects. Works with and provides staff support and direction to the Friends of the Farmstead and the Arts and Recreation Foundation of Overland Park.

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Safety Coordinator Responsibilities:

The Department Safety Coordinator shall execute and / or ensure that the following roles and responsibilities are performed.

1. Verifies that employees obey all safety rules and instructions.
2. Inspects and corrects unsafe conditions or practices. Promotes safety awareness and encourages a proper safety attitude by example.
3. Inspects work facilities and equipment for proper housekeeping.
4. Instructs employees how to select the right tool and equipment for the job and how to use them safely.
5. Reports serious injury/illness and property damage incidents to the Administrator, Safety & Loss Prevention immediately and follows up with an Incident Investigation Report within forty-eight (48) hours. Coordinates first aid or medical attention.
6. Authorizes employees to use, adjust, alter, and repair equipment in a safe manner and to utilize lockout / tagout procedures as necessary.
7. Supervises the procurement and distribution of personal protective equipment and verifies that it is kept in good condition.
8. Recommends appropriate discipline of department employees for violating safe work practices.
9. Instructs employees in the proper lifting techniques.
10. Verifies that employees know and understand Material Safety Data Sheets (MSDS) for the chemicals that they are working with.
11. Establishes an annual safety training calendar of programs and training to be presented during safety meetings.
12. Establishes safety training for interdepartmental operating procedures and standard operating procedures.
13. Coordinates defensive driving course training for City drivers.
14. Must be familiar with evacuation procedures and fire fighting equipment locations and their proper use.

Safety Council Responsibilities:

1. Reviews monthly citywide incident summaries. Where appropriate, recommends preventive measures to reduce reoccurring injuries and accidents.
2. Reviews all incidents involving city employees to determine whether such incidents were preventable or non-preventable and submits findings and conclusions to the responsible department director.
3. May participate in Appeal Process for preventable accidents.
4. Assists City's safety professional in evaluating Interdepartmental Operating Procedures.
5. Evaluates supervisor/employee accountability for safety and loss prevention measures.
6. Accompanies the City safety professional during quarterly safety audits / inspections, and make recommendations.

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7. Encourages and reviews all safety suggestions submitted to the City's safety professional. Acknowledges, in writing, all safety suggestions submitted to the Council for consideration along with the outcome of each suggestion.
8. Participates in safety training to include hazard identification and incident investigation.
9. Assists safety professional with coordinating the City's Midyear Safety Event.

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.

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:

Bachelor's degree with course work in turf managements, agronomy or horticulture, or additional equivalent experience. Certified Golf Course Superintendent.

EXPERIENCE:

Five to eight years of increasingly responsible experience in golf course operations and maintenance work including supervisory experience, or an equivalent level of experience.

SKILLS:

1. Excellent oral and written communication skills
2. Organizational skills
3. Good listening skills
4. Manual dexterity
5. Basic math and accounting 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
7. Ability to exhibit sound judgement
8. Ability to recognize and comprehend confidential information
9. Ability to compute basic math and apply basic accounting procedures
10. Ability to exhibit diplomacy and judgement when dealing with City employees and the general public

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls
2. Ability to play golf
3. Ability to operate City vehicles and equipment
4. Ability to lift 50 pounds and transport 25 feet
5. Ability to stand, lift, bend, push, pull, and walk for extended periods of time
6. Exposure to extreme environmental conditions
7. Exposure to chemical liquids, powders and fumes
8. Visual acuity to identify turf variations and abnormal conditions

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SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct - Golf Course Superintendents (2)
- Farmstead Superintendent (1)
- Golf General Manager (1)
- Administrative Assistant (1)
- Park Attendent (1)

Indirect - Golf Course and Farmstead staff

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.