

CITY OF OVERLAND PARK POSITION DESCRIPTION

TITLE:	Manager, Golf & Grounds	BAND/LEVEL:	MGT III
DEPARTMENT:	Recreation Services	JOB NO:	2840
DIVISION:	Golf Courses	DATE:	2/27/2015
REPORTS TO:	Director, Recreation Services	FLSA STATUS:	EX
FULL-TIME: X	PART-TIME:	TEMPORARY:	COST CENTER: 533

REPLACES: New position

DATE:

JOB SUMMARY STATEMENT:

Manages the turf maintenance operations of the City's golf courses. Recruits, hires, trains, and supervises Superintendents and Assistant Superintendents. Manages annual budgets and capital improvement program. Maintains complete golf course records. Monitors clubhouse operations.

DUTIES AND RESPONSIBILITIES:

1. Manages the maintenance of the City's golf course 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. Provides direct supervision to Golf Course Superintendents and Assistant Superintendents. Conducts staff meetings, facility inspections, discusses standards of performance, conducts performance evaluations and works with key staff on an ongoing basis
3. Establishes, manages, and monitors golf course maintenance budget. Estimates and projects labor demands, supplies, materials, equipment, and capital project needs. Complies with administrative policies on budgeting and purchasing.
4. Recruits, interviews, selects, and trains key golf course maintenance positions. Maintains industry and institutional contacts.
5. Maintains complete golf course records of weather conditions, water usage, payroll, chemical applications, golf course supplies and equipment.
6. Participates in and performs the duties and responsibilities of the Superintendent, Assistant Golf Course Superintendent, and Golf Course Attendant I, II, and Senior.
7. Monitors clubhouse management contractor which provides prompt, courteous, and efficient service. This includes all aspects of the management agreement including the indoor driving range operation.
8. Provides training and monitors compliance for administrative procedures; directives; environmental issues; safety, federal and state regulations that are applicable to golf division employees.
9. Performs other duties as assigned.
10. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (during the operating season at peak attendance times that include weekend work and split days off and more than 40 hours a week) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
11. 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.

The above duties and responsibilities include those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in turf, agronomy, golf course management or related field, or an equivalent combination of education and experience. Must have and maintain current Golf Course Superintendent Association of America membership. Possession of a Kansas Commercial Applicator Certification, with 3A and 3B endorsements. Possession of a valid driver's license and maintain an insurable driving record.

EXPERIENCE:

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

SKILLS:

1. Analytical skills
2. Attention to detail
3. Good oral and written communication skills
4. Interpersonal/Leadership skills
5. Organizational skills
6. Basic math and accounting skills
7. Basic computer skills
8. Working knowledge of spreadsheets and word-processing programs
9. Requires high degree of problem solving and decision making
10. Advance knowledge of agronomy and turf grass management practices
11. Ability to manage diverse work force
12. Advanced knowledge of all related turf grass equipment
13. Project management skills
14. Working knowledge of public sector administration
15. Public speaking/presentation skills
16. Time management skills

MENTAL REQUIREMENTS:

1. Ability to meet deadlines
2. Diplomacy and judgement
3. Ability to recognize and protect confidential information
4. Ability to read and comprehend city, state and federal regulations
5. Ability to analyze complex problems and recommend possible solutions
6. Ability to read and understand building plans and specifications
7. Ability to carry out assignments through written and oral instructions
8. Ability to work independently
9. Ability to work under distracting conditions
10. Ability to prioritize multiple tasks
11. Mechanical aptitude
12. Ability to train and guide others
13. Ability to learn and understand PC software applications
14. Alpha and numeric recognition

PHYSICAL REQUIREMENTS:

1. Ability to reach, stand, crawl, bend, stoop, climb, push, pull
2. Ability to make and receive phone calls
3. Ability to identify and distinguish colors
4. Ability to distinguish smells
5. Visual acuity to identify turf variations and abnormal conditions
6. Exposure to extreme environmental conditions
7. Ability to operate City vehicles and equipment
8. Ability to operate various hand and power tools
9. Ability to work in confined spaces
10. Hand and eye coordination adequate to input computer
11. Exposure to chemical liquids, dust, smoke, sprays, and fumes
12. Exposure to extreme temperatures

13. Exposure to loud noises
14. Exposure to vehicle noise and fumes
15. Excessive standing and/or walking
16. Ability to lift 50 lbs and transport 25 feet
17. Ability to push/pull up to 100 lbs.
18. Manual dexterity

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

Direct: Superintendent, Golf Course

Asst. Superintendent, Golf Course

Indirect: Part-time, seasonal, and volunteer personnel

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