

CITY OF OVERLAND PARK - POSITION DESCRIPTION

TITLE:	Superintendent, Golf Course	BAND/LEVEL:	MGT II
DEPARTMENT:	Recreation Services	JOB NO:	2845
DIVISION:	Golf Course	DATE:	05/16/2018
REPORTS TO:	Manager, Golf and Grounds	FLSA STATUS:	Exempt
FT/PT/SEASONAL:	Full-time	COST CENTER:	532/533
REPLACES:	Superintendent, Golf Course	LAST REVISED DATE:	12/05/2017

JOB SUMMARY STATEMENT: Maintains golf course greens, tees, fairways, roughs, and facilities by planning, organizing, supervising, and participating in golf course maintenance. Assumes responsibilities of Manager of Golf and Grounds in his/her absence.

DUTIES AND RESPONSIBILITIES:

1. Develops daily work plans based on course conditions, weather conditions and player needs, and communicates daily tasks to crews.
2. Inspects and evaluates turf conditions. Visually inspects greens and tees daily. Samples turf and soil conditions. Determines problem areas 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. Trains employees in golf course maintenance and proper equipment use. Describes and demonstrates desired task. Observes employee performing the task. Answers questions and coaches 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. Staffs golf courses. Projects labor requirements and budget accordingly per City guidelines. Reviews applications and interviews prospective employees. Participates in selection of golf course personnel.
8. Manages and coordinates all capital improvement projects. Submits written capital improvements and cost estimates based on material and labor needs. Stakes project and marks grades. Obtains quotes, orders/purchases materials. Negotiates contracts with contractors and coordinate work.
9. Participates in and performs the duties and responsibilities of Assistant Golf Course Superintendent, Senior Golf Course Attendants, and Golf Course Attendant I & II.
10. Provides training and monitors compliance for administrative procedures; operating procedures; directives; environmental issues; safety, federal and state regulations that are applicable to golf division employees.
11. Maintains clubhouse, turf care center and restrooms on site.

12. On call 24 hours a day, seven days a week, 365 days a year.
13. 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.
14. 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 related field, or an equivalent combination of education and experience.
- Must have and maintain current GCSAA and HAGCSA memberships.
- 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:

- Three to five years as an assistant golf course superintendent or superintendent with increased responsibilities in golf course operations.

SKILLS:

- Good oral and written communication skills.
- Organizational skills.
- Basic math and accounting skills.
- Basic computer skills.
- Requires high degree of problem solving and decision making.
- Advance knowledge of agronomy and turf grass management practices.
- Ability to manage diverse work force.
- Advance knowledge of all related turf grass equipment.

MENTAL REQUIREMENTS:

- Ability to read and comprehend city, state and federal regulations.
- Ability to analyze complex problems and recommend possible solutions.
- Ability to work under distracting conditions.
- Ability to prioritize work.
- Mechanical aptitude.
- Ability to train and guide others.

PHYSICAL REQUIREMENTS:

- Visual acuity to identify turf variations and abnormal conditions.
- Exposure to extreme environmental conditions.
- Ability to operate City vehicles and equipment.
- Ability to operate various hand and power tools.
- Exposure to chemical liquids, powders, and fumes.
- Exposure to vehicle noise and fumes.
- Manual dexterity.

SEE ESSENTIAL FUNCTIONS BELOW FOR ADDITIONAL PHYSICAL REQUIREMENTS

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

- Direct
 - Assistant Superintendent, Golf Course
- Indirect
 - Golf Course Attendants I, II and Senior
 - Temporary Golf Course Laborers and Volunteers

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