



Job Title	Golf Course Superintendent	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	14511

Class Specification – Golf Course Superintendent

Summary Statement:	
<p>The purpose of this position is to manage, develop, and oversee daily operations of the two city golf courses, driving ranges, putting greens, and all non-playing grounds of the golf course. This is accomplished by planning and supervising maintenance, repairs, equipment, and construction within both golfing facilities; providing professional advice and support to the golf managers and concessionaires; and participating in long-range planning, budget discussions, and managing capital purchases.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
55%	Manage Patty Jewett and Valley Hi Golf Courses; travels daily between courses; communicates directly with each golf course assistant superintendent, staff, golf pro, and restaurant concessionaires; inspects each hole on golf course for daily playability; makes appropriate changes in management programs as needed; checks irrigation control system and pumps; manages all construction projects; and communicates with internal City staff and external contractors.
20%	Manages maintenance and project work; approves expenditures and monitors budget; purchases equipment and supplies to maintain the golf course and facility buildings; controls inventory and maintains equipment maintenance program; tracks data on payroll, inventory, weather data, and water and fuel usage; and maintains compliance with SPCC, MFRCP, and EPP policies and procedures.
10%	Manages long-term golf course strategy by maintaining an understanding of golfing trends and a vision for long term growth and development; attends educational seminars, field days, and trade shows; and continues education on applicable federal, state, and local laws and regulations affecting the management of golf course operations.



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10%	Supervises full time and seasonal employees; evaluates employee performance; monitors staff; and approves weekly payroll submissions.
5%	Communicates daily with concessionaires and pro shop facility; coordinates maintenance to respective facilities; and coordinates banquets and special events.

Competencies Required:	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	
Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required



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for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, recreation, or related field.

Experience: Five years of full-time responsible golf course work and two years of supervisory experience.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised: Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received: Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures.

Physical Demands: Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs.



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constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Frequently

Machines, Tools, Equipment, and Work Aids: Computer, copier, printer, telephone, vehicle, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: September 2014