

CITY OF PAPILLION

JOB DESCRIPTION

POSITION TITLE: Assistant Golf Course Maintenance Superintendent

REPORTS TO: Golf Course Director/Golf Course Superintendent

SUPERVISES: Golf Maintenance Seasonal Staff

PURPOSE OF POSITION:

Responsible for assisting in various maintenance and operational activities in the upkeep and maintenance of the city's golf course grounds.

ESSENTIAL FUNCTIONS:

Participates in the upkeep and maintenance of the city's golf course grounds through various activities including but not limited to mowing and trimming the golf course(s) and related grounds, landscaping, trimming of trees, bushes and shrubs, etc.

Waters the course grounds and assists in making repairs to the course(s) irrigation system by direction of the supervisor.

Changes cups and tee markers; maintains ball washers and water hazards.

Plans and assists in the construction of new golf course grounds by preparing soil and in the propagation of turf grass plants.

Plans and assists in the propagation of grass, testing new grass and fertilizers.

Assists in the planning and the application of chemicals used for weed and/or insect control, fertilization, etc and ensures the proper and safe use of chemicals.

Responsible for the safe and efficient operation of various equipment, skills and techniques according to departmental policies and procedures.

Operates a variety of hand and power tools and equipment including but not limited to sprayers, push mowers, riding mowers, weed eaters, trimmers, fertilizers, sprinklers, chainsaws, front-end loaders, etc, in the performance of job duties.

Assists with general preventative maintenance and repair of turf grass equipment, such as mowers, weed eaters, fertilizers, sprayers, etc, by direction of the supervisor.

Attends various meetings and seminars, as needed.

ESSENTIAL FUNCTIONS: (continued)

Refers citizen complaints to the supervisor for resolution.

Establishes and maintains positive public relations with the general public, other employees, and municipal officials.

MARGINAL FUNCTIONS:

The job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned.

ESSENTIAL KNOWLEDGE, EXPERIENCE AND ABILITY:

Knowledge of various chemicals and fertilizers and the ability to apply the methods and techniques used in their application.

Knowledge of precautions necessary to work safely with and around automotive and mechanical equipment in order to promote a safe working environment.

Knowledge of city responsibilities and ability to use independent judgment in the performance of duties.

Ability to assign, direct and supervise the work of seasonal staff.

Ability to learn the materials and supplies, and operate tools and equipment utilized in the care and maintenance of the golf course(s) and grounds.

Ability to deal with the general public in a courteous and tactful manner.

Ability to perform job duties efficiently while managing frequent interruptions.

Ability to plan and organize a personal work schedule, set priorities and meet deadlines.

Ability to understand and follow specific work orders, verbal or written.

Ability to communicate effectively, verbally and in writing, in English.

Ability to establish and maintain effective working relationships with the general public, other employees, and municipal officials.

ESSENTIAL EDUCATION, CERTIFICATION, EXPERIENCE, AND/OR LICENSES:

1. Must possess a valid driver's license at the time of hire.

2. Must possess an Associate's Degree and/or successful completion of sixty (60) semester credit hours from an accredited college or university, with major work in Turf Management or a related field, or an equivalent combination of education, training and experience.
3. Must have a Non Commercial Pesticide Applicators certification at the time of hire.
4. Must maintain the certification as required.
5. Must have 1-3 years of golf course maintenance experience.
6. Must be bondable

ESSENTIAL PHYSICAL DEMANDS AND TYPICAL WORKING CONDITIONS:

Work is generally performed outdoors and requires a considerable amount of physical activity including walking, standing, kneeling, bending, crouching, reaching, stooping and climbing.

The incumbent must have the ability to transport themselves to and from various locations throughout the city. Duties require the ability to tolerate an indoor and outdoor work environment which includes contact with dirt, dust, chemicals, pesticides, noise and inclement weather conditions.

An incumbent must have the ability to lift up to 50 lbs. on a regular basis and must possess the coordination and manual dexterity necessary to operate hand and power tools and equipment utilized in the upkeep, repair and maintenance tasks. Must also possess the ability to lift, carry, push and pull heavy equipment and tools. Work hours may occasionally be required in times of darkness. Vision abilities required include close vision, distance vision, color vision, depth perception, and the ability to adjust focus. The employee occasionally works near moving mechanical parts, in high/precarious places and is occasionally fumes or airborne particles, toxic chemicals, risk of electrical shock, and vibration. The noise level may be moderate to intense depending on activity performed.

Work requires extensive interaction with the general public and may be stressful when dealing with irate citizens.

Employee Signature

Date

Supervisor Signature
12-2018

Date

Position will be open until filled.
Starting hourly wage is \$19.90.
To apply go to following address:
<https://secure4.entertimeonline.com/ta/6146700.jobs?rnd=WKC&ApplyToJob=201633351&@rtm=1>