

CITY OF KEARNEY
POSITION DESCRIPTION

POSITION: Golf Course Assist Superintendent **GR:** 26 **FLSA:** EX **DATE:** 11/21/2007

DEPARTMENT: Park & Recreation **DIVISION:** Golf Maintenance

REPORTS TO: Golf Course Superintendent **APPROVED:** _____

GENERAL DESCRIPTION:

Under general supervision, act as a lead worker overseeing seasonal staff and perform journey-level ground maintenance on the City's golf course. Work varies, requiring some leeway for independent judgment within prescribed standards and procedures.

TYPICAL DUTIES:

Assist Golf Course Superintendent in assigning, scheduling, and overseeing seasonal employees to operate, maintain, develop, and enhance the golf course including grounds maintenance, landscaping, cart paths, and planting of trees and flowers. Assist with employee development and training. Assist with resolution of customer complaints. Assist in monitoring job progress and provides equipment and supplies to complete job assignments. Assist in meeting maintenance/construction performance measures and planning for long term goals. Assist in implementing safety and training programs. Oversees and assists crew with daily ground care and maintenance of an eighteen hole USGA golf course. Maintain turf. Mow greens, fairways, and tee boxes. Aerate, seed, and apply chemicals and fertilizers to turf. Maintain ground maintenance equipment and electric golf carts. Perform other duties as assigned.

SUPERVISION - RESPONSIBILITY FOR WORK OF OTHERS:

Supervise a small group of full time with an increased number of part time and seasonal workers in the maintenance of a golf course.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:

Any combination of education and experience equivalent to graduation from high school and four years of facilities or golf course maintenance work and greens maintenance including one year as a lead worker or supervisor; possession of or ability to acquire EPA pesticide Applicator's Permit; possession of a valid Nebraska driver's license.

RESIDENCY REQUIREMENTS:

None.

ESSENTIAL JOB FUNCTIONS:

Establish and maintain effective working relationships with fellow employees, officials and the public. (Daily)

Regular timely/punctual attendance. (Daily)

Maintain a clean and safe shop. (Daily)

Effectively assign and supervise personnel. (Daily)

Maintains accurate and appropriate inventory of parts, supplies, tools and equipment. (Daily)

Apply and maintain knowledge of the current methods, equipment, materials and tools to effectively maintain and care for greens, shrubs, trees and lawns. (Daily)

Maintain and apply current knowledge of fertilizer, insecticides, herbicides and fungicides.

(Daily)

Establish and enforce safety practices. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Heavy, exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects

Climbing/Balancing: Climb inclines and ladders, uneven surfaces, balance required

Walking: Frequent amount required

Stooping/Bending: Frequently

Stand/Sit: Sit about 25 percent of the time

Reaching: Frequent, overhead as well as horizontal

Vision: Adequate to perform essential job functions

Color Vision: Adequate to perform essential job functions

Hearing: Frequently perceive nature of sounds by ear

Speech: Occasionally express ideas by means of spoken words

Eye/Hand/Foot Coordination: Occasionally operates equipment and hand tools requiring moderate ability

Manual Dexterity: Occasionally operates equipment and tools requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside and outside

Cold/Heat: Adverse conditions possible

Wet/Dry: Adverse conditions possible

Noise/Vibrations: Equipment noise

Hazards: Extensive exposure to chemicals, mowing equipment and vehicles

Fumes/Dust/Odors: Frequent exposure to dust

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend technically-written material.

Ability to understand and apply mathematical concepts accurately.

Ability to listen to and apply information and instructions.

Ability to maintain accurate records.

Ability to communicate effectively, both orally and in writing.

TOOLS, EQUIPMENT AND WORK AIDS USED:

Two-way radio, computers, cell phone, variety of mowers, including greens, out-front and gang mowers, airifiers, tractors, backhoes, trucks, sprayers, trimmers, pumps, hand tools and blueprints.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.

I have read and understand the duties, functions and requirements assigned to my position with the City of Kearney.

Employee Signature

Date

Department Head Signature

Date