



**CITY of OMAHA HUMAN RESOURCES DEPARTMENT
DEBORAH K. SANDER, DIRECTOR**

**Posted: September 11, 2023 This exam is OPEN & CLOSED COMPETITIVE for:
ASSISTANT GOLF COURSE SUPERINTENDENT**

**Application
Deadline:**

September 25, 2023

Nature of Work:

This is a working supervisor position on an assigned crew performing maintenance and duties at municipal golf courses. Work involves supervising and participating in the duties performed by an assigned crew. Employees in this classification exercise some independence in the performance of duties; however, any major changes in work procedures and policies are discussed with and approved by a designated supervisor.

**Education and
Experience
Requirement:**

(The knowledge, skills, and abilities may be acquired through, but are not limited to, the following combination of education and/or experience.) High school diploma or its equivalent AND Four (4) years of progressively responsible experience maintaining golf course grounds OR Associate's degree in turf grass or a related field AND Two (2) years of experience maintaining golf course grounds OR Equivalent combination of education and experience.

**Special
Qualifications:**

Must possess a valid class 'O' motor vehicle operator's license. Must possess a 3rd Grade Hoisting and Engineer's Certificate by the end of the probationary period. Must possess a current category 04 Certified Federal and State of Nebraska Pesticide Applicator's Certificate at the time of application. Must possess a forklift operator's permit by the end of the probationary period.

Who Can Apply:

Eligibility lists will be created for one Closed Competitive list and one Open Competitive list. Applicants for the Closed competitive lists must be a current or former City of Omaha employee in any of the following categories: Part-time, Seasonal, Classified, Unclassified, or Probationary, who has worked, at the time of application, at least 1,040 cumulative hours within the last five years and has been employed by the City at sometime within the last 18 months and who meets the qualifications as set forth in the posting. Applicants for the Open Competitive list shall be all other persons who meet the qualifications as set forth in the posting.

Salary Range:

\$23.91 with step increases to \$30.50/Hourly

Benefits:

See our website at www.cityofomaha.org (under the Benefits) for detailed information.

**Examination
Information:**

The examination will consist of a structured interview, which will be scheduled at a later date. The structured interview is designed to assess job-related knowledge, skills, and abilities for this position. The final eligibility list will be assembled from those candidates achieving a passing score of 60% on the structured interview (100% weight).

Veteran's Points:

Open Competitive Candidates: To claim five (5) points for veteran's preference, you must submit proof of service (such as a DD-214) that includes the date of induction, date of honorable separation, and Social Security number. (You must have completed more than 180 consecutive days of active duty.) To receive an additional five (5) points credit for disability, you must submit proof of eligibility from the United States Department of Veterans Affairs dated within the last 12 months. This information must be submitted to the Human Resources Department by September 26, 2023.

Contact Points:

City of Omaha, Human Resources Department, 1819 Farnam St., Suite 506, Omaha, NE 68183
Phone: (402) 444-5300 Fax: (402) 444-5314; Web: www.cityofomaha.org Email: peremploy@cityofomaha.org

**Conditions of
Employment:**

Candidates must provide proof of U.S. citizenship or proof of permanent residence or authorization to work. The City of Omaha reserves the right to conduct criminal history, driving record, reference and credit checks, and a background investigation on applicants for employment. Successfully passing a criminal background review, reference check, and if applicable, a credit check is required as a condition of employment. If applicable, the City will require that you successfully pass a review of the driver's license, driving abstract, a pre-employment drug test, a hearing test, and a back-screening examination as a condition of employment. Failure to provide the information requested in the application process in a truthful, accurate, and complete manner may result in disqualification, revocation of conditional employment, or termination. **APPLICANTS REQUIRING AN ACCOMMODATION FOR THE EXAMINATION BECAUSE OF A DISABILITY SHOULD ADVISE THE HUMAN RESOURCES DEPARTMENT AT THE TIME OF APPLICATION OR AT LEAST 48 HOURS PRIOR TO THE EXAMINATION BY EMAILING peremploy@cityofomaha.org**

Required Forms:

Online Application: including Applicant's Authorization to Release Information, Equal Employment Opportunities Form (Record Keeping Only), and ADA notice.

How to Apply:

Completed City of Omaha employment applications must be submitted using the online application from the City website. It is the sole responsibility of the applicant to check and ensure that any and all required application materials and supplemental forms are received by the City of Omaha Human Resources Department by the stated deadline. You may confirm receipt of any materials and forms by contacting the Human Resources Department. If the materials are not received in the Human Resources Department by the stated deadline, they will not be considered. There will be no exceptions to this rule.

FOR A COMPLETE DESCRIPTION OF THE JOB CLASSIFICATION, GO TO THE CITY OF OMAHA WEBSITE hr.cityofomaha.org