

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB375 Golf Superintendent
POSITION #/TITLE: 2453 Golf Superintendent	Adopted: 10-07
	Revised: 03-15

POSITION DESCRIPTION

Dept /Division: Parks & Recreation/Golf	Manager Level: Lead Worker
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 08
Reports To Position #/Job Code #/JC Title: 2449/NB370/Golf Division Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Heavy	Work Environment: Uncontrolled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment; Respiratory Fit Testing
Personal Protective Equipment: Hard hat, steel toed shoes, safety glasses, respirator	

General Statement of Duties

Supervises and implements the maintenance for assigned City golf course; Performs related work as required.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative. Works under general supervision of Head Superintendent or Golf Division Manager. Supervision may be exercised over the work of seasonal employees at assigned golf course.

Examples of Essential Work (Illustrative Only)

Plans, organizes, supervises and assists work of seasonal employees on both routine and special projects;
Coordinates monthly and weekly work schedules;
Monitors completion of job assignments to ensure compliance with standards and instructions;
Responsible for hiring, training, and evaluating golf course maintenance staff;
Supervises and holds seasonal staff accountable for all City policies and departmental safety policies;
Maintains assigned City golf course, including grounds and turf;
Assist in monitoring assigned City golf course maintenance budget;
Mows golf course properties with rotary, reel, flail or other types of mowers or self-contained, self-propelled, tractor-driven or manually propelled push type equipment;
Applies turf maintenance chemicals and fertilizers to golf course greens, tees, fairways and roughs;
Installs, repairs, maintains golf course water systems including irrigation systems, pumping equipment and potable water supply. This includes electric repair to automatic irrigation system controllers and control wiring;
Coordinates turf maintenance equipment set-up, repairs and preventative maintenance;
Conducts mower reel grinding and bed-knife grinding;
Maintains and repairs golf course buildings involving carpentry, plumbing, concrete work and electrical work;
Assists in maintaining all appropriate records on golf course maintenance schedules;
Responsible for being 'on call' at all times to respond to any problems/conditions associated with turf conditions or golf course property;
Paints building exteriors and interiors;

Paints equipment, signs, fences and other facility amenities as assigned;
Drives trucks with dump body and/or trailers to haul equipment and debris;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Attends meetings, conferences, and workshops;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Knowledge of turf and ornamental management principals and practices;
Knowledge of turf chemicals and fertilizers currently being used on golf courses;
Knowledge of turf diseases including identification prevention and cure;
Knowledge of computers as they relate to golf course maintenance scheduling, inventory tracking and state and federally mandated record keeping;
Skill in variety of maintenance and repair tasks as noted above;
Skill in interpersonal relations as applied to supervision of personnel and ability to communicate effectively with the public to answer questions and to resolve concerns;
Ability to manage, coordinate and evaluate the work of others;
Ability to operate the following equipment as tools: turf maintenance equipment including chemical sprayers and granular applicators, irrigation system, hand tools used in mechanical repair, plumbing, carpentry and electrical maintenance, tractors, trucks with dump box and/or trailers, power tools, oxy-acetylene torch, welders both stick and wire, sandblaster, air compressor, engine testing equipment, jackhammer, airless and compressed air paint sprayers, computers and fax machine;
Ability to be trained in the use of Automatic External Defibrillators and Cardio Pulmonary Resuscitation;
Ability to wear a respirator and to certify as acceptable by testing agency to meet current respiratory protection act criteria;
Ability to write reports and develop written parts lists using parts manuals and catalogs;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ability to be trained in the use of Automatic External Defibrillators and Cardio Pulmonary Resuscitation;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with an Associate's Degree in turf grass science, golf course management or horticulture; and
Some experience in year-round golf course maintenance, and formal training in turf management and horticulture; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Valid Iowa Commercial Driver's License (Class A);
Current Pesticide Applicator License for turf and ornamental category;
Golf Course Superintendent Class C preferred upon appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to observe golf course maintenance needs and problems and to operate motorized equipment and perform maintenance and repair activities for buildings, grounds and golf facilities;

Sufficient manual dexterity, which permits the employee to use hand and power tools and perform construction and maintenance activities;

Sufficient personal mobility, which permits the employee to wear and use personal protective equipment for chemical application including respirator and neoprene spray suit, enter and exit vehicles, work in cramped spaces, transport supplies and materials, and operate a variety of tools used in park, facility and building construction and maintenance activities.