

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB083 Head Superintendent
POSITION #/TITLE: 0833, 0937 Head Superintendent	Adopted: 07-97
	Revised: 12-15

POSITION DESCRIPTION

Dept/Division: Parks & Recreation/Golf	Manager Level: Supervisor
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 11
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: Respiratory Fit Testing
Personal Protective Equipment: Eye, Face, Foot, Respiratory, Hand	

General Statement of Duties

Directs, supervises and implements the complete maintenance and construction operations of assigned City golf course; performs related work as required.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgment and initiative. Work direction is exercised over the work of an assigned golf course Assistant Superintendent. The Head Superintendent classification is also distinguished by greater management expectations of the position, and a greater involvement in developing department policy.

Examples of Essential Work (Illustrative Only)

Trains, supervises and evaluates full time employees and seasonal employees in the operations of golf course maintenance and construction, including mowing, grounds care, chemical spraying, irrigation projects and elements of course construction;

Hires, schedules, trains & evaluates seasonal maintenance employees;

Provides budgetary information to Golf Division Manager for the assigned City golf course including operating, capital equipment and capital improvement budgets;

Monitors assigned golf courses expenditures;

Maintains regular contact with Golf Division Manager to apprise of golf course conditions/development plans;

Applies turf maintenance chemicals and fertilizers to golf course: greens, tees, fairways, and roughs;

Maintains and assigns mowing growth to ensure the health of golf course grass throughout the entire season;

Installs, repairs and monitors irrigation systems, pumping equipment and portable water supply. This includes repair to automet irrigation system, controllers and control wiring;

Responsible for front line maintenance of golf course equipment, including preventive maintenance and the training of personnel in proper procedures for use;

Responds to request for information from other department heads, other City employees and the public;

Conducts mower reel grinding and bed knife grinding;

Maintains all appropriate records on golf course maintenance schedules;

Provides technical advice to all golf course employees on the unique maintenance of the various surface types of golf course grass;
Maintains and repairs golf course building; including carpentry, plumbing, concrete work, painting and minor electrical repairs;
Responsible for being on-call at all times, to respond to any problems which may occur, associated with turf conditions or golf course property;
Performs the duties of golf course crew workers as required;
Represents Golf Division/City to public groups, representing a professional public image;
Conducts timely performance reviews and monitors performance and staffing needs;
Attends meetings, conferences and workshops;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of current golf course maintenance and construction practices and procedures;
Comprehensive knowledge of chemical fertilizer use as related to the maintenance of golf courses;
Comprehensive knowledge of golf course equipment and irrigation systems;
Comprehensive knowledge of golf course rulings and setup;
Comprehensive knowledge of building maintenance and procedures;
Ability to formulate and administer a budget for a specified location;
Good knowledge administering golf course personnel procedures during the extended work hours of the golf season;
Ability to manage, coordinate and evaluate the work of others;
Ability to wear a respirator and to certify as acceptable by testing agency to meet current respiratory protection act criteria;
Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions on golf course operations;
Ability to operate a variety of maintenance equipment as tools, but not limited to: chemical sprayers and granular applicators, irrigation system, mowers and aeration equipment, hand tools, tractors, truck with dump boxes and/or trailers, engine testing equipment, compressed air sprayers, ciompressors and jack hammers;
Ability to be trained in the use of Automatic External Defibrillators and Cardio Pulmonary Resuscitation;
Ability to prioritize multiple required tasks;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
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;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Horticulture or a closely related field; and
Considerable experience in golf course operations with supervisory role; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Pesticide Applicator's License;
Valid Iowa Driver's License;

Golf Course Superintendent Association, Class A member preferred upon appointment; required within 3 years of 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.