

GOLF COURSE SUPERINTENDENT/FACILITY MANAGER

DEFINITION

Under general direction, to plan, organize, develop, monitor, and supervise the programmatic, maintenance, and administrative activities and functions of the Golf Course division within the Public Works department; and to perform related work as required.

MANAGEMENT RESPONSIBILITY

This is a supervisory position with responsibility for assigning, supervising, and directing the work of staff assigned to the golf course division within Public Works. Functions include maintenance and operations of the golf course complex.

EXAMPLES OF DUTIES

Provides supervision, direction and work coordination for staff assigned to golf course operations and maintenance; plans, organizes and coordinates ongoing division functions and activities, administers the contracts with the golf professional, food concessionaire and outside contractors; evaluates programs and services; regularly inspects the golf course, surrounding grounds and facilities to determine necessary maintenance and repair work/ develop maintenance programs for greens tees and fairways; oversees golf cart maintenance and operation; provides training for assigned staff; plans security and promotes the safe use of the facility; prepares oral and written reports; develops budgets and administers fiscal controls; coordinates capital improvement projects and budgets; interacts with members of the community for input into golf course services; responds to citizens complaints and requests for information; provides technical information and assistance to boards, commissions and associations; assists in the recruitment, selection and evaluation of paid, contract, and volunteer staff; and represents assigned functions with city staff and other governmental agencies as delegated.

SPECIAL REQUIREMENTS

- Possession of an appropriate California Driver's license.
- Possession of a qualified California Applicators Certificate or license.

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EMPLOYMENT STANDARDS

Knowledge of:

- Modern principles, practices, and techniques of operation and maintenance of golf course.
- Principles of personnel management and public administration.
- Principles of supervision and training.
- Principles, methods, tools and equipment required for the maintenance of the golf course, and other clubhouse facilities.
- Monitor capital projects.
- Golf course, and facility landscape design practices.
- Occupational hazards and standard safety precautions.
- Budget development, preparation, and administration.
- Research methods and procedures.

and

Ability to:

- Plan, organize, coordinate, and direct the operation and maintenance of the City's golf course.
- Provide supervision, training, and work evaluation for staff and volunteers.
- Assist with formulating, implementing, and evaluating relevant policies and procedures.
- Effectively serve as coordinator and director for assigned projects.
- Assist in budget preparation.
- Interest and involve the community in Department services.
- Enforce ordinances and regulations governing the use of golf course facilities.
- Ensure the proper and safe application of chemicals.
- Effectively and courteously respond to citizen complaints and information requests.
- Prepare operating and capital improvement project budgets and administer and control expenditures.
- Prepare a variety of reports and presentations.
- Research, collect and analyze information related to golf courses.
- Interpret, explain, apply and enforce a variety of laws, rules, and regulations.
- Effectively represent assigned functions of the department with concerned individuals, organizations and other governmental agencies.

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Ability to - (cont.)

- Establish and maintain cooperative working relationships.
- Communicate effectively orally and in writing.

and

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from high school supplemented by college coursework in golf course operation, turf management, horticulture, park maintenance or a closely related field.

Work Background: Four years of increasingly responsible and varied professional work experience in the operation and maintenance of a golf course, including two years in a supervisory, management or administrative position.

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