

SHAWNEE COUNTY, KANSAS
Position Description
Golf Course Superintendent
(Lake Shawnee, Cypress Ridge)

Position Control Numbers: PR1134, PR1135

FLSA Status N

POSITION DESCRIPTION

Under general supervision, this position manages the physical maintenance of the department's golf courses. Performs other duties as required. This position is supervised by the Director of Golf.

WORK PERFORMED

- 55% Daily Operations.** Oversees the daily operations of the golf course, which also includes assisting the Director of Golf in developing and implementing policies and procedures; and assisting in developing capital improvement plans, long-term and short-term goals of the golf course. Assists in preparing bid specifications and monitoring project completion. Maintains and improves current equipment. Repairs, operates and maintains course irrigation systems. Responsible for the application of fungicides, pesticides and fertilizers. Maintains golf course nurseries.
- 30% Supervision.** Supervises golf course staff with respect to accountability for performance and behavior including approval of absences to conform to personnel needs, discipline of employees, staff development and training, completion of performance evaluations and other personnel-related functions. Participates in the hiring and promotional process. Instructs staff on proper completion of tasks. Inspects and reviews work of staff to ensure that projects are complete. Establishes work schedules and assigns work. Checks work procedures and products.
- 15% Budgeting.** Assists with preparing golf course budget and controls expenditures. Receives prior approval from the Director of Golf for purchases exceeding department purchasing policy. Monitors budget quarterly.

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KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

- Human resource management including hiring practices, disciplinary procedures, terminations, etc.
- Supervisory responsibilities and effective leadership skills.
- Turf grass management.
- Fungicides, pesticides and fertilizers and their use.
- Horticulture and landscaping.
- Disease and insects which affect plant life.

Ability to:

- Plan, organize and direct the work of others.
- Establish and maintain effective working relationships with the general public, supervisors and fellow employees.
- Communicate effectively, both orally and in writing, using the English language.

Skill in:

- Providing leadership and direction to employees.

PHYSICAL REQUIREMENTS

N-Never **O**-Occasional (1%-33%) **F**-Frequent (34%-66%) **C**-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
HANDS					BODY/TRUNK					OTHER				
Reaching			X		Sitting			X		Driving			X	
Pushing/Pulling	X				Bending			X		High Elevation		X		
Climbing	X				Reaching			X		Unprotected Heights		X		
Throwing	X				Lifting (50 lbs.)		X			Around Moving Machinery			X	
ARMS					Carrying			X		Driving Automotive Equipment			X	
Reaching			X		Jumping		X			Exposure to Dust, Gases and Fumes		X		
Lifting (50 lbs.)	X				Twisting		X			Cramped Body Position		X		
Pushing/Pulling	X				Squatting		X			Sustained Positions		X		
Carrying	X				Turning		X			Noise Levels (Excessive)		X		
Throwing	X				LEGS/FEET					Electrical Hazards		X		
EYES					Walking			X		Slippery Surfaces		X		
Near Vision			X		Standing			X		Work Above Ground		X		
Far Vision			X		Sitting			X		Work Below Ground		X		
Color Vision			X		Carrying			X		Irregular Surfaces		X		
VOICE					Climbing		X			Moving Objects		X		
Talking			X		Jumping		X			In High Volume Traffic		X		
EARS					Turning		X			Exposure to Marked Changes in Temperature and Humidity				
Hearing			X		Lifting (50 lbs.)			X					X	

EQUIPMENT USED

Backhoe	Torch	Sprayer	Hand Tools
Skid Loader	Welder	Trucks	Boom Truck
Stump Grinder	Mowers	Tractors	

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MINIMUM QUALIFICATIONS

- High School Diploma or GED
- Five (5) years minimum of experience in golf course maintenance.
- One (1) year minimum experience as Golf Superintendent or 1st Assistant, in maintaining golf course greens, tees, fairways and other property associated with the golf course.
- One (1) year minimum experience with maintaining warm and cool season turf grass.
- Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

PREFERRED QUALIFICATIONS

- Hold a current Certified Commercial Pesticide Applicator license.

SPECIAL REQUIREMENTS

- Required to pass a pre-employment physicals, drug screen and a review of driving record.
- Required to lift fifty (50) pounds.
- Required to work some weekends and assist at Shawnee County operated golf courses.

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This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

Employee's Signature / Printed Name

Date

Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date

Created: 02/12

Revision History: 11/25