

SHAWNEE COUNTY, KANSAS

Position Description

Assistant Golf Course Superintendent

POSITION CONTROL NUMBER: PR1213

FLSA STATUS: N

POSITION DESCRIPTION

Under general supervision, this position assists in supervising the overall maintenance and care of the assigned golf course, including turf grass management, irrigation, and chemical application (e.g. fertilizer, pesticides) to ensure quality playing conditions for Shawnee County Parks and Recreation. Supervises and leads personnel and participates in the maintenance and care of golf course, facilities including golf course tees, greens, fairways, and cart paths. May serve in the Superintendent capacity during absences. Day to day and seasonal tasks may differ greatly. Performs other duties as required. Supervised by a Golf Course Superintendent.

WORK PERFORMED

45% Daily Operations.

- Oversees the daily operations of the golf course which also includes: Assisting 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.
- Repairs, operates, and maintains course irrigation systems.
- Oversees the application of fungicides, pesticides and fertilizers.
- Assists in maintaining golf course nurseries.
- Suggest improvements to process, is a knowledge of resources for the staff members.
- Performs daily checks of golf course for proper operation and ongoing maintenance throughout the season.
- Keeps the golf course assigned in a state of good repair at all times of the year.
- Ensures adherence to Shawnee County golf course maintenance standards, budget and capital plans.
- Inspects facilities and course for safety.

25% Supervision

- This position supervises golf course staff including park maintenance technicians, park maintenance workers, and intermittent staff.
- Supervises golf course staff with respect to accountability for performance and behavior including approval of absences to conform with 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.
- Enforces that proper safety techniques are being utilized.

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20% Equipment Operator.

- Operates a variety of golf course maintenance equipment to meet county standard maintenance procedures.
- Maintains mechanical, electrical systems and irrigation systems for designated golf courses and facility within the system.
- Maintains and improves current equipment.
- Explains, demonstrates and trains others in the operation of all equipment used by the crew.

10% Recordkeeping.

- Maintains records and files.
- Researches and calculates products/materials required for maintenance and improvement in golf course maintenance.
- Maintains chemical application records and schedules.
- Works with contractors for repairs associated with golf course and facility and work to be done.

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.
- Golf course maintenance procedures for performing daily maintenance to provide quality conditions for patrons.
- Preventative maintenance techniques.
- The care and maintenance of Golf Course grounds and facilities.
- The safety hazards and precautions.
- Effective leadership skills.

Ability to:

- Plan, organize and direct the work of others.
- Operate motorized vehicles and specialized equipment used to maintain the course daily.
- Understand and carry out written and verbal instructions.
- Establish and maintain effective working relationships with employees, supervisors and the public.
- Instruct others in the operation of all tools and equipment used.
- Communicate effectively, both orally and in writing, using the English language.

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Skill in:

- Providing leadership and direction to employees.
- The use of basic math to calculate mixes and measurements.
- The use of measurements including length, time, area and other geometrical formulas.
- Working in a wide variety of the skilled crafts including chemical calculations and applications, plumbing, electrical, irrigation controls and pump station operation, painting and general carpentry skills.

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

Greens Mower	Compressors	Chainsaws
Bunker Rake	Rough Mower	Weed eater
Tees Mower	Backhoe	Hand tools
Blowers	Turf Utility Vehicle	Sprayers
Fairway Mower	Tractors and Implements	Automotive Equipment

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MINIMUM QUALIFICATIONS

- High School Diploma or GED Certificate.
- Eighteen (18) years of age.
- Three (3) experience in golf course maintenance operations, turf management field, or related area.
- Valid Kansas Driver's License and able to operate a County-owned vehicle (HR-2013-2).
 - 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

- One (1) year of supervisory experience.

SPECIAL REQUIREMENTS

- Required to pass pre-employment/periodic physicals/drug screens and a review of driving record.
- Required to lift fifty (50) pounds.
- Required to be on call on weekends and evenings as required.

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

Administering Supervisor's Signature / Printed Name

Date

Appointing Authority's Signature / Printed Name

Date