

PROVO CITY CLASSIFICATION SPECIFICATION	
<b>Title:</b> Golf Course Superintendent	<b>Job Code:</b> 3208
<b>Date:</b> December 27, 2017	<b>EEO Code:</b> OA
<b>FLSA Designation:</b> Exempt	<b>Civil Service Status:</b> Covered (UC)

**DEFINITION:** This is skilled supervisory, management, and administrative work responsible to oversee the maintenance, construction, and quality of play of golf course grounds, facilities, and equipment.

**CLASSIFICATION STANDARDS:** The single position allocated to this classification works closely with and is responsible to the Golf Professional and performs all tasks under general direction. This work is distinguished by its responsibility to supervise all maintenance aspects of the City golf course.

**ESSENTIAL DUTIES:** Develop, coordinate, and implement maintenance and operations plans for City golf course, grounds, and facilities; direct preventative and scheduled maintenance of the golf course and associated equipment; lead capital replacement and renovation projects; develop work programs to improve course playing conditions; proactively diagnose, treat, and resolve grounds-related issues; lay out and mark course for tournaments; rotate pin placement and course adjustments; prioritize new projects against the demands of previously scheduled items; submit costs and time estimates on projects; schedule contractors; obtain necessary permits and ensure legal compliance on all projects; ensure safety and performance standards are met on all assignments; oversee development of schematics, plans, and project designs; oversee operation of golf course irrigation system; lay out, direct, and participate in the construction and renovation of course greens, tees, and fairways; oversee the seeding, watering, mowing, grading, sodding, and maintenance of the City golf course and its vegetation; supervise janitorial duties of restrooms and other facilities; remove snow and ice from facilities; direct and supervise the application and storage of fertilizer, insecticides, pesticides, herbicides, fungicides, and other chemicals; inspect turf and vegetation and develop maintenance plans; identify vegetative disease and develop viable solutions if needed; determine need for supplemental irrigation to sustain or encourage turf growth.

Supervise, plan, and coordinate the work of golf course maintenance staff; align all course management efforts with the general direction from Golf Professional; develop and monitor work schedules according to business needs; responsible for the playability of the course and to ensure work is completed accurately, efficiently, and safely; oversee staff training; identify, evaluate, and resolve personnel concerns; conduct performance evaluations and recommend disciplinary action if needed; provide coaching and recognition where merited; assist with staffing decisions as needed including recommendations on hiring and firing; monitor work of personnel and contractors and maintain appropriate records; assist in budget development process including identifying needs and submitting budget proposals; monitor expenditures and approve purchases within assigned budget; monitor and track work group performance measures and metrics; control use of fuel station and other consumable supplies; maintain various statistical reports; prepare periodic written and oral reports; assist other staff members as needed; perform other related duties as required.

**MINIMUM REQUIREMENTS:** Bachelor's degree in Agronomy, Plant Science, Horticulture, Biology, or closely related field and four (4) years of turf management, golf course maintenance,

or job-related field **OR** an equivalent combination of job-related education and experience [substituting each one (1) year of post-secondary training/education for six (6) months of experience].

**License(s)/Certificate(s):** A valid, lawful Driver's License is required and a Utah Non-Commercial Pesticide Applicator Certificate is required within six months of hire. GCSAA Certified Golf Course Superintendent Accreditation desired.

**SELECTION FACTORS: Knowledge of:** modern management and supervisory techniques; various grounds, golf course maintenance, and construction equipment; landscape and sprinkler system design and flow pumps; turf management and proper application and storage of chemicals; successful golf course maintenance practices and techniques; mowing techniques specific to golf course maintenance; related laws, codes, rules, and regulations governing functions of the position; appropriate safety procedures; the operations, functions, and terminology common to the work; basic English composition, spelling, and grammar. **Skill in:** properly using and caring for tools and equipment; maintaining a well-groomed and playable golf course; practicing trust-building behaviors. **Ability to:** recognize and identify common weeds, pests, and diseases; exercise independent judgment in evaluating situations and making recommendations; perform basic math calculations; quickly and accurately perform work; communicate effectively both verbally and in writing; organize assigned work and develop effective work methods; schedule workload; prepare clear, concise, and accurate reports; perform duties in a manner that demonstrates respect, integrity, courtesy, and kindness towards fellow workers, customers, and the general public at all times.

**TOOLS AND EQUIPMENT USED:** Small and light equipment including mowers, gang mowers, sod cutters, chain saws, pruning equipment, trimmers, aeration tractor, chippers, various hand tools, and lawn mowing equipment. Various power tools may include nail guns, saws, drills, acetylene welding equipment, and related equipment. May operate heavy equipment including front-end loader, grader, back hoe, utility trailer, bob tail dump truck, and trencher.

**PHYSICAL DEMANDS:** Requires physical strength and agility to perform the work including sitting, standing, walking, crawling, maneuvering on the ground, reaching, stooping; crouching, pulling and/or pushing, carrying, grasping, lifting, regular work with hands, use of motorized equipment, and other varied physical activities associated with maintenance work.

**ENVIRONMENTAL FACTORS:** Requires exposure to adverse weather conditions, hazardous conditions, and noxious chemicals. May also involve exposure to stressful situations or environments, including contact with the public and other stressful conditions related to the workplace. *Note: Employee may be subject to on-call status.*

  
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Department Director

12/18/17  
Date

  
\_\_\_\_\_  
Mayor/Chief Administrative Officer

12-27-2017  
Date

**NOTE:** The above statements describe the general nature and level of work being performed by the person(s) assigned to this classification. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. Class specifications are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, change, or delete any and all provisions of this classification at any time as needed without notice. Reasonable accommodations may be made for otherwise qualified individuals who require and request such accommodation. This class specification supersedes earlier versions.