

## **SUPERINTENDENT OF GOLF**

**DISTINGUISHING FEATURES OF THE CLASS:** This position is responsible for the efficient operation and maintenance of the Enjoie Golf Course and its facilities to ensure optimum playing conditions. The incumbent has responsibility for the management of property/assets, golf course personnel, irrigation systems, pesticide applications, cost control, member relations, and financial management. The work is performed under the general supervision of the Commissioner of Public Works, Parks, Recreation & Youth Services, with leeway allowed for the exercise of independent judgment. Supervision is exercised over the work of the golf course seasonal maintenance employees, Golf Course Supervisors and Golf Course Technicians. This position differs from the Director of Golf in that the incumbent in this position is not responsible for the running of the golf course or club house. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Hires, schedules, supervises and evaluates golf course maintenance staff including conducting performance evaluations, and exercising disciplinary action as needed;

Directs and participates in the construction and maintenance of the grounds to ensure optimum playing conditions;

Oversees the care, maintenance and replacement of the turf, ornamental plants, shrubs, trees on the facility grounds, and designs landscape plans;

Manages a water usage tracking plan for the irrigation systems and provides monthly reporting on water source usage;

Provides technical, operational and safety training for employees to ensure that staff is working within OSHA, club safety, state and federal guidelines for safe working conditions;

Oversees and trains staff in proper and safe operation and maintenance of mechanical and power equipment;

Works with the Director of Golf to develop the annual operating budget and plans for maintenance and capital improvement projects;

Plans and budgets for additional or replacement capital equipment;

Oversees and maintains all maintenance expenses associated with golf course operations, including payroll, supplies, chemicals and fertilizers;

Administers and enforces all golf club rules, regulations and policies for staff;  
Orders parts, supplies and equipment as needed;  
Schedules maintenance practices around member play and events to maximize efficiency and minimize disruption to members;  
Maintains time and attendance records;  
Prepares and maintains various records and reports relative to the maintenance of the golf course;  
Supervises and participates in the application and recording of chemical applications (fertilizers and pesticides) on the golf course grounds in compliance with all local, state and federal regulations;  
Trains and supervises maintenance personnel regarding the proper and safe methods of applying chemicals;  
Records and submits reports to the New York State Department of Environmental Conservation (DEC) regarding chemical use;  
Consults with the Commissioner of Parks and Recreation on the recommendation and planning of golf course improvements;  
Coordinates snow removal and winter maintenance activities when necessary.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of maintaining golf course of greens, fairways, bunker, ponds, and rough;  
Good knowledge of golf course maintenance and management;  
Good knowledge of chemicals and their application;  
Good knowledge of equipment and supplies needed for maintenance of a golf course;  
Good knowledge of water, irrigation and drainage systems and their control methods as they relate to a golf course;  
Working knowledge of the game of golf, golf rules, and methods of play;  
Working knowledge of New York States Department of Environmental Conservation regulations regarding chemical application use;  
Ability to supervise, train, monitor, evaluate, and motivate personnel;  
Ability to communicate effectively both orally and in writing;  
Ability to supervise the work of others;  
Ability to plan, assign and direct maintenance operations;  
Ability to prepare various reports;  
Ability to handle multiple projects simultaneously;  
Initiative;  
Dependability.

**MINIMUM QUALIFICATIONS:**

A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree or higher in turf grass science, turf grass management, golf course operations or a closely related field\* and four years of experience in grounds maintenance which included golf course maintenance, two years of which must have included supervisory responsibilities; OR

B) Graduation from high school or possession of an equivalency diploma and six years of experience in grounds maintenance which included golf course maintenance, two years of which must have included supervisory responsibilities.

**\*NOTE:** Degrees in landscape design & management, horticulture or business administration are not considered to be closely related fields.

**SPECIAL REQUIREMENT:** Possession of a current Commercial Pesticide Applicator's License as issued by the New York State Department of Environmental Conservation.

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Non-Competitive