

Job Description: DIRECTOR OF GOLF COURSE OPERATIONS

CLASS NO. 2502

EEOC CATEGORY: Officials and Administrators

PAY GROUP: 26

FLSA: Exempt

SUMMARY OF POSITION

Provides services to the patrons of the county golf course, oversees the maintenance and beautification of the golf course, including assisting in developing and implementing improvements to the course, supervising department personnel, assisting in mowing, watering, and fertilizing the grass, and overseeing repairs to the equipment and facilities.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: County Judge and Commissioners Court
2. Directs: Assistant Golf Course Superintendent; indirectly supervises and determines priorities of maintenance crew members.
3. Other: Has daily contact with other departmental employees, vendors, and the general public.
4. Play on the Golf Course will be determined by the Golf Course Superintendent after consulting with the Golf Course Professional as to the condition of the Golf Course.

EXAMPLES OF WORK

Essential Duties*

Supervises departmental personnel, including assigning and reviewing work, evaluating performance, and making recommendations on hiring, firing, and disciplining;

Supervises maintenance crew in maintaining the golf course in a neat manner, including mowing and watering the grass and spraying pesticides, herbicides, and fungicides;

Oversees and performs required maintenance and repairs on course, including repairing the irrigation system and performing electrical, mechanical, welding, and plumbing repairs;

Assists in developing and implementing construction and improvement projects;

Supervises the maintenance of the course, including inspecting the grounds, and coordinating necessary repairs;

Operates heavy and light equipment in the maintenance and repair of the golf course, including fairway mowing tractor, rough mower, reel sharpener, and pesticide spray unit;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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Maintains timesheets and leave records of departmental employees and prepares required reports; and Orders materials and equipment as needed;

Supervises all aspects of the golf pro shop, including equipment and supply rentals and purchases, inventory control, appropriate accounting and reports, lessons, and concessions;

Supervises departmental personnel, including assigning and reviewing work, completing performance reviews, and recommending transfer or discipline when appropriate;

Oversees maintenance of course, including periodic inspection of grounds and regular communication with the Golf Course Superintendent;

Answers questions posed by, and interacts frequently with, the patrons of the golf course;

Facilitates accurate collection and reporting of incoming monies from green fees and pro shop;

Maintains appropriate records and reports;

Initiates and oversees departmental improvement projects;

Conducts golf clinics for junior and adult golfers;

Supervises maintenance and repair of golf carts, other golf equipment, and the facilities of the golf course;

Plans and organizes tournaments and conducts promotions and public relations duties for same; and

Prepares, presents, and administers a complete annual budget for the department.

Other Important Duties*

Acts as 24-hour supervisor of the golf course and is on call for any problems 24 hours a day;

Turns on irrigation system when necessary due to lack of rain and provides on-site supervision;

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: golf course management and maintenance; agronomy techniques and principles; safe application and use of chemical pesticides; and supervisory techniques.

Skill/Ability to: operate light and heavy equipment in the maintenance of the golf course; supervise and motivate employees; demonstrate proficiency in both oral and written communication; perform electric, plumbing, and welding repairs; tolerate outside working conditions, including exposure to adverse weather conditions; establish and maintain effective working relationships with co-workers, vendors,

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and the general public; and maintain appropriate necessary certifications, Texas driver's license applicable to job responsibilities, and good driving record.

ACCEPTABLE TRAINING AND EXPERIENCE

Bachelors degree in agriculture, agronomy, or a related field, plus at least two years of experience in golf course operations, including supervisory experience;

or high school graduation, or its equivalent, plus at least six years of experience in the management of golf course maintenance, including supervisory experience;

or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

CERTIFICATES AND LICENSES REQUIRED

Noncommercial pesticide applicator's license from the Texas Department of Agriculture; and appropriate Texas driver's license.