

# **Job Description: ASSISTANT GOLF COURSE SUPERINTENDENT**

**CLASS NO.** 2504

**EEOC CATEGORY:** Officials and Administrators

**PAY GROUP:** 19

**FLSA:** Exempt

## **SUMMARY OF POSITION**

Supervises and assists the maintenance crew in the maintenance and beautification of the golf course, including assisting in mowing, watering, and fertilizing the grass, spraying pesticides, and supervising and assisting in repairs and improvements to the course.

## **ORGANIZATIONAL RELATIONSHIPS**

1. Reports to: Golf Course Superintendent
2. Directs: Mechanic (Golf Course), Golf Cart Mechanic, Equipment Operator I (Golf Course), and Maintenance Worker (Golf Course).
3. Other: Has daily contact with other departmental employees, vendors, and the general public.

## **EXAMPLES OF WORK**

### Essential Duties\*

Supervises and assists the maintenance crew, including planning and assigning work, evaluating performance, and making recommendations on hiring, firing, and disciplining;

Oversees and assists 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, including drawing the plans, coordinating the carpentry, plumbing, green drainage, etc., and ordering the necessary supplies;

Assists in overseeing the maintenance of the course, including inspecting the grounds, advising the supervisor of needed repairs, 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;

Picks up materials and equipment as needed; and

Attends continuing education seminars to maintain pesticide applicator's license.

\*for the purpose of compliance with the Americans with Disabilities Act (ADA)  
This job description does not take into account potential reasonable accommodations.  
8/2012

**CLASS NO. 2504 (Continued)**

Other Important Duties\*

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; give, follow, and understand instructions; 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, 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**

High school graduation, or its equivalent, plus at least four years of experience in golf course operations 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.