

**CITY OF SUGAR HILL, GEORGIA
JOB DESCRIPTION**

POSITION TITLE: Golf Course Assistant Superintendent

DEPARTMENT(S): Parks and Recreation

REPORTS TO: Golf Course Superintendent

POSITION SUMMARY:

This is a management, exempt position in the Parks and Recreation Department. An incumbent in this class has significant operations and maintenance experience and training in the golf business. The assistant superintendent has knowledge in all turf grass/plant material maintenance programs, property/asset management, personnel management, budget/forecasting, financial management, member relations, irrigation systems, chemical applications, and related record-keeping. Reporting to the Department Director through the Superintendent, this position must be an energetic individual with an enthusiastic attraction to consistency while remaining open to innovation.

POSITION DUTIES:

Each position in this classification may not include all the duties listed below, nor do the examples cover all duties that may be performed.

Under General Supervision:

- Manage all phases of Golf Maintenance and Agronomic operations, cost control, and maintenance personnel and volunteers.
- Work closely with, advise, and coordinate with the Head Golf Professional on any issues related to golf course maintenance.
- Direct and participate in the construction and maintenance of the grounds.
- Design landscape plans for facility grounds and implements the plan.
- Administer and enforce all Club rules, regulations, and policies for staff.
- Support and assist with membership seminars and orientations.
- Work closely with the Superintendent and City Management to operate the Golf Course in a fiscally responsible and professional manner.
- Work independently and be a self-starting problem solver.
- Assist Superintendent with budget management, development, and forecasting.
- Assist Superintendent in developing annual operating budget and plans for maintenance and capital improvement projects.

- Perform administrative duties with financial integrity, meticulousness, and accountability.
- Report to the Golf Superintendent on a regular basis to give any updates on operational and financial activity.
- Oversee the care and maintenance of the turf, ornamental plants, shrubs, and trees around the clubhouse and facility grounds.
- Assist in managing water usage tracking plan and irrigation systems and provide any monthly reporting necessary.
- Assist in the recruitment, supervision and retaining of maintenance staff. Exercises disciplinary actions to personnel as assigned.
- Provide technical, operational and safety training for employees to ensure that staff is working within golf course, city, state, and federal regulations.
- Oversee direct reports in proper and safe operation and maintenance of mechanical and power equipment. Assist in planning and budgeting for additional or replacement capital equipment.
- Assisting and participating in the application and record-keeping of chemical applications (fertilizers and pesticides) on the golf course grounds in compliance with all local, state, and federal regulations.
- Assist with control of all maintenance expenses associated with Golf Course Operations, including payroll, supplies, chemicals, and fertilizers.
- Assist with maintaining records and complete required reporting. Order parts, supplies and equipment as needed.
- Assist in managing the regulatory compliance programs related to surface and ground water irrigation sources and systems.
- Assist with snow removal and winter maintenance activities when necessary.
- Utilize standard office equipment including computers and related software applications.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Performs other related duties as assigned.

DESIRABLE QUALIFICATIONS:

Education and Experience - A combination of education and experience that would likely provide the required knowledge and abilities is qualifying:

- Graduation from high school or possession of a GED;
- 3-5 years experience as a Golf Superintendent, Assistant, or Management position.
- 2-year Degree or Certificate in Turf Management (or related field, like agronomy, horticulture, plant science, soil science—or equivalent level of experience).
- Advance computer skills required for financial reporting and control of operations, including use of Microsoft Office.
- Valid Driver's License.
- Pesticide Application License recommended or willing to obtain.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the game of golf, golf rules and methods of play.
- Awareness-level knowledge of market trends and changes.
- Knowledge of management principles and maintenance practices of greens, fairways, and roughs.
- Knowledge and use of operating standards of equipment and tools used in golf course construction and maintenance work.
- Skill in recruiting, supervising, training, monitoring, evaluating and motivating personnel.
- Interpersonal skill to resolve conflict and work with supervisors, officials, employees, members, and the public.
- Knowledge of safe use, mixing and application of chemicals and commercial products.
- Knowledge of all golf course maintenance equipment, their safe and proper operation, and related trends.
- Ability to maintain and operate at a highly skilled level all the vehicles and equipment.
- Ability to anticipate and assist with personnel, equipment, and material requirements related to golf course maintenance and repair assignments.
- Ability and knowledge to assist in irrigation patterns, drainage patterns, construct tees and/or greens.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Environment: Office, outdoors, and natural environment; exposure to cold, heat, sun, rain, sleet, snow, noise, dust, and electrical energy; work at heights; exposure to electrical energy.
- Physical: Sufficient physical ability to work in an office setting and operate mowing and cutting equipment; work around equipment and machinery; walk, stand or sit for prolonged periods of time; moderate to heavy lifting and carrying; bending, stooping, kneeling, crawling.
- Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate equipment.
- Hearing: Hear in the normal audio range with or without correction.

SUPERVISION:

- Works under the direction of the Golf Superintendent or other supervisor as assigned.
- Supervises all maintenance personnel volunteer or otherwise, as appointed by Golf Superintendent.

OTHER REQUIREMENTS:

- Incumbents of this classification may be subject to drug and/or alcohol testing as mandated by federal regulations. Must be able to perform all essential functions of the job assignment.
- Possession and Maintenance of an appropriate, valid Class C Georgia driver's license is required.
- Incumbent will be required to work unusual hours and to be available on nights, weekends and holidays as assigned, with a flexible weekly work schedule.

This job description for the Golf Course Assistant Superintendent has been reviewed and approved on by:

City Manager

City Clerk

Supervisor

Director

I, _____, have read this job description and understand the duties assigned and the expectations of my performance.

Employee Signature

Date