

**POSITION DESCRIPTION
CITY OF BLOOMINGTON, INDIANA**

POSITION: Golf Course Superintendent
DEPARTMENT: Parks & Recreation
JOB GRADE: 5
FLSA: Exempt

Incumbent serves as Superintendent of Cascades Golf Course, with responsibility for supervising all up keep and maintenance functions related to playing areas and surfaces.

1. DUTIES:

This job description is illustrative only and is not a comprehensive listing of all job functions performed. The following are essential duties for this position, performed with or without reasonable accommodation:

Essential (primary)

Plans, assigns, and directs manpower and material resources to maintain Cascades Golf Course, and related areas in a clean manner, and to ensure safety of course visitors.

Supervises and instructs staff in course upkeep and maintenance, including irrigation, aeration, fertilization, and medication of grass areas, re-sodding, seeding and planting trees.

Inspects condition of tees, fairways, and grounds, schedules improvement projects, as required. Diagnoses and prescribes treatment for various grass related diseases and infestations, as needed.

Maintains inventory of departmental equipment and supplies. Evaluates golf course equipment for maintenance, repair, or replacement; prices and recommends equipment purchases to the Golf Course Manager, as needed.

Initiates and supervises the construction and maintenance of golf course structures, sheds, bridges, and cart paths.

Supervises and instructs staff in major and minor overhaul of equipment and small engines, such as engine re-building on lawn mowers and carts.

Formulates, prepares, and submits budgetary requests for maintenance projects, as required. Authorizes payroll.

Oversees and supervises hiring, training, and discipline of golf course part-time employees; regularly evaluates employee performance.

Supervises and assists with snow removal from assigned Park Department grounds, parks, and

facilities.

Takes all reasonable steps to maintain a safe work environment.

Non-Essential (secondary)

Performs related duties as assigned.

2. JOB REQUIREMENTS:

Minimum knowledge equivalent to a high school education plus up to 18 months of additional training.

Minimum experience equivalent to over three years through five years.

Thorough knowledge of the principles, procedures, practices and methods of agronomy gained through formal education and experience.

Thorough knowledge of established golf course maintenance procedures related to proper grass lengths and cross cutting procedures.

Familiarity with the principles involved in the cost effective purchasing of turf and golf course maintenance related materials and supplies.

Ability to maintain and repair golf course related machinery and equipment.

Ability to obtain a 3B certification in pesticide application through the Indiana State Chemist Pesticide Training Program.

3. LEVEL OF SUPERVISION AND RESPONSIBILITY:

Received

Incumbent reports directly to Golf Course manager.

Incumbent receives general guidelines and instructions from Golf Course Manager. Work is reviewed to determine overall soundness of judgment and attainment of objectives.

Exercised

Incumbent is required to exercise independent judgment in making decisions and recommendations to supervise and direct the maintenance staff and operations of the Cascade Golf Course. Incumbent is also responsible for directing the golf course operation employees and implementing policies and procedures in a manner consistent with Park department goals and objectives.

4. DIFFICULTY OF WORK:

Incumbent is responsible for a wide variety of operations requiring protection of tools, equipment, buildings, course grounds, and safety of others.

Incumbent maintains flexible hours included extended seasonal workday, weekends and holidays. Position requires moderate physical exertion.

5. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with subordinate employees, vendors, and members of general public for a variety of purposes, including directing maintenance operations, purchasing equipment and materials, and development of departmental budget.