

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Golf Facilities Supervisor</u>
Sch & Grade	<u>PAT-9</u>
Class Code	<u>BH89</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Plans, organizes, and directs the construction and maintenance efforts for the Springfield-Greene County golf courses.

SUPERVISION:

Under the general supervision of the Parks Superintendent of General Services; supervises golf construction and maintenance personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Coordinates and oversees design, development and renovation projects for municipal golf courses; prepares and recommends golf course construction and renovation plans; manages a professional golf turf program.
2. Plan, organizes and supervises employees in the day-to-day golf turf maintenance and propagation, and in proper use of equipment in the performance of these tasks.
3. Supervises and participates in the construction and maintenance of golf course tees, greens, fairways, roads and paths; supervises the maintenance and propagation of turf areas; supervises the course maintenance of mechanical equipment, structures and facilities, irrigation equipment and other physical features normally associated with a public golf program.
4. Monitors and evaluates work performed; completes performance evaluations on staff; schedules, approves and records requests for leave; and recommends resolution of disciplinary problems.
5. Inspects golf course turf, equipment and facilities to determine needs and requirements; prepares and/or assists in developing specifications for purchases; receives bids for new equipment, supplies and materials; and evaluates proposals.
6. Establishes goals and objectives for golf course maintenance and development.
7. Prepares, monitors and manages the annual golf budget including the procurement of necessary supplies and equipment.
8. Prepares and maintains various records and reports as required; and conducts studies of costs, fees, users and other data as needed.
9. Travels to a variety of work sites and locations throughout the city and county.

IMPORTANT FUNCTIONS:

1. Attends conferences and workshops for professional development purposes.

Performs related work as required.

QUALIFICATIONS REQUIRED:

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

Knowledge

Must demonstrate knowledge of the principles, methods and materials used in all phases of golf turf management, establishment and cultivation; tee and green construction; design, operation and maintenance of irrigation systems, including wells, pumps and automatic controls. Exhibited knowledge and experience in golf course construction as required. General math skills required.

Abilities

Establish, implement, and evaluate golf program goals and objectives; prepare, monitor and manage a budget; effectively train, supervise, coordinate and evaluate the work of golf maintenance and construction personnel; utilize sound, independent judgment; prepare, present, and maintain clear and comprehensive records and reports; follow oral and written instructions; communicate effectively both verbally and in writing; deal effectively and courteously with associates, supervisors, contractors, vendors, developers, builders, outside agencies and the general public; presents an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the Parks’ and City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Graduation from an accredited college or university with a degree in Agronomy or Turf Grass Management, Horticulture, Landscape Architecture or a related field and at least two years of golf course supervisory experience. Directly related professional work experience may be substituted for formal education requirement on a year-for-year basis.

Physical Requirements

Performs bending, squatting, kneeling, and reaching from ground level to overhead; push and pull up to 80 pounds; hold and grip objects. Must be able to make inspections and periodic walk-throughs of golf courses and facilities to observe and identify violations, turf problems, operational concerns, etc. relating to golf course construction and maintenance; holds and grips objects.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; may be exposed to hazardous chemicals.

Licensing/Certification

Must obtain and maintain an appropriate class of Missouri driver’s license and must obtain Missouri pesticide applicator’s license within the probationary period and maintain throughout appointment. Completion of requirements necessary to attain Golf Course Superintendent certification from the Golf Course Superintendent Association of America is desirable.

Miscellaneous Requirements

Subject to emergency call-in.

Last Revision:	February 13, 2012	GENERAL ORDINANCE NO. 4120
Comments:	Updated Abilities	Date: May 21, 1990

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.

Signed: _____ Date: _____