

**JOB DESCRIPTION
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT
EMPLOYMENT AND
COMPENSATION DIVISION**

Job Title	<u>Golf Course Supervisor</u>
Sch.& Grade	<u>PAT-8</u>
Class Code	<u>CE62</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

PRIMARY PURPOSE:

Supervises and coordinates the maintenance, operation and management of the Rivercut Golf Course for the Springfield-Greene County Parks Department. Rivercut is an 18-hole championship course with 7,066 yards; including a driving range and practice greens.

SUPERVISION:

Under the general supervision of the Superintendent of General Services; supervises golf course maintenance and operations personnel.

DESCRIPTION OF WORK:

ESSENTIAL FUNCTIONS:

1. Plans, organizes, supervises, and coordinates golf course grounds, facilities, and equipment maintenance and operations activities as well as personnel for Rivercut Golf Course.
2. Plans, prioritizes and assigns the work schedules for golf course personnel and distributes daily work assignments and activities.
3. Assists in the development of accepted procedures, practices and methods and instructs crews to accomplish assigned work; provides training to crew members regarding skills, equipment utilization, etc. to ensure work is done in accordance with such required standards; ensures crew members follow proper safety procedures and that equipment is kept in good working order.
4. Completes performance evaluations, recommends and implements necessary disciplinary action, and participates in and makes recommendations regarding the hiring decisions of crew members.
5. Evaluates the operations responsibilities associated with the irrigation, mowing, chemical and cultural maintenance of greens, tees, fairways & roughs.
6. Plans and coordinates maintenance for special projects within Rivercut Golf Course.
7. Interacts with and responds in a professional manner to public inquiries regarding Rivercut Golf Course.
8. Coordinates with Rivercut Home Owners Association, Professional Golf Associations, and coordinates with the Golf Pro to host notable national and regional events.
9. Maintains records for and manages the maintenance budget.
10. Plans and coordinates special projects such as construction, renovation and/or reconstruction of greens, tees, fairways and landscaping.
11. Maintains required records and reports such as timesheets, MSDS sheets, inventory, maintenance and chemical application logs.
12. Monitors the proper use and oversees the maintenance of all golf course equipment; inventories all equipment; assists in the evaluation and purchase of new equipment.
13. Provides regular training and instruction to employees regarding proper procedures and equipment use; ensures that staff follows proper safety procedures and that equipment is kept in safe working order.
14. Utilizes computer applications, as required.

IMPORTANT FUNCTIONS:

1. Performs miscellaneous minor services for the Pro Shop and clubhouse facility as directed.
2. Attends workshops, conferences, seminars and other training 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

Advanced principles of agronomy and horticulture relating to turfgrass management; computer controlled irrigation systems, and equipment used in the maintenance of the Rivercut Golf Course; working knowledge of golf facility construction principles, practices and methods; current federal, state and local laws and regulations affecting the management of golf course operations.

Abilities

Effectively supervises and oversees operations and maintenance of the Rivercut Golf Course; effectively plan, prioritize and implement projects and tasks for self and subordinates; accurately identify and treat turf diseases and conditions; work effectively without direct supervision; communicate effectively both verbally and in writing; follow oral and written instructions; maintain accurate records and prepare necessary reports; conduct formal and informal training for golf course related tasks; interpret and apply laws, rules, regulations, procedures; deal effectively and courteously with associates, vendors, and the general public; present an overall professional image; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential function of the job without posing a direct threat to the health and safety of others.

Experience, Education, and Training

Typically requires graduation from an accredited college or university with a Bachelor’s Degree in Agronomy or Horticulture plus one year of experience in golf course management; or Associate’s Degree in Turfgrass Management with three years of experience in golf course management; or five years of direct golf course supervisory experience with a minimum of 15 semester hours of turfgrass management or related management coursework; or five years of golf course superintendent experience with advanced knowledge of agronomy and turfgrass management practices.

Physical Requirements

Performs bending, squatting, climbing, twisting, kneeling, and reaching both to ground level and overhead; lifts and carries up to 100 pounds and/or pushes and pulls up to 150 pounds as required; holds and grips objects; subject to working in awkward positions and periods of prolonged walking, sitting, or standing; travels across golf course water hazards without the use of a bridge in order to complete golf course maintenance work.

Working Environment

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and electrical hazards associated with equipment and wiring; may be exposed to hazardous chemicals; subject to constant and extreme noise, poor lighting and ventilation, fumes, and odors; must be able to work in confined spaces.

Licensing/Certification

Must obtain and maintain a Missouri Certified Public Pesticide Applicator’s License in ornamental and turf pest control within probationary period. Must possess a valid Missouri Motor Vehicle Operator’s License and required insurance. GSCAA certification, or continued progression of GSCAA certification strongly preferred.

Miscellaneous Requirements

May be subject to working weekends or a variety of shifts; subject to emergency call-in.

Last Revision:	March 2017	GENERAL ORDINANCE NO. 6204
Comments:	Updated primary purpose and essential functions	Date: June 25, 2015

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:** _____