

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Golf Course Superintendent</u>
Sch.& Grade	<u>PAT- 7</u>
Class Code	<u>CO61</u>
FLSA Status	<u>Non-exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Horticulture</u>

**PRIMARY PURPOSE:**

Supervises, coordinates and participates in the maintenance, operation and management of a golf course facility for the Springfield-Greene County Parks Department.

**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, and supervises golf course maintenance activities and personnel of an assigned Springfield-Greene County golf course; assists in projects and tasks at other city/county golf courses, as required.
2. Plans, prioritizes and assigns the work schedules for golf course personnel; assures each shift is properly staffed; distributes daily work assignments and activities.
3. Completes performance evaluations, recommends and implements necessary disciplinary action, schedules and approves leave, and participates in and makes recommendations regarding hiring decisions full-time personnel, and full autonomy hiring seasonal personnel.
4. Interacts with and responds in a professional manner to public inquiries regarding the golf course.
5. Plans all maintenance and project work to achieve high quality maintenance standards and long-range goals.
6. Inspects the golf course, equipment and related areas to evaluate and assess operational status of grounds and equipment.
7. Evaluates and is responsible for the golf course operations associated with the irrigation, mowing, chemical application and cultural maintenance of greens, tees, fairways & roughs.
8. Plans and coordinates special projects on golf facilities such as construction, renovation and/or reconstruction of greens, tees, fairways and landscaping.
9. Approves all expenditures and exercises cost control measures to keep operating and capital expenses in line with approved budget.
10. Maintains records for and manages the maintenance budget.
11. Maintains required records and reports such as timesheets, budget logs, MSDS sheets, inventory, maintenance and chemical application logs.
12. Maintains personnel, chemical, fertilizer, equipment, fuel and other records to produce an adequate history of work performed and prepares required reports as assigned.
13. Reads and interprets a variety of written information including applicable local, state and federal laws & regulations, chemical and fertilizer application, use, and safety procedures.
14. Monitors the proper use and oversees the maintenance of all city/county golf course equipment; inventories all equipment; assists in the evaluation and purchase of new equipment for the overall golf maintenance program.
15. Plans and conducts regular training for employees regarding proper procedures and equipment use; ensures that staff follows proper safety procedures and that equipment is kept in safe working order.
16. Drives pickup truck and golf course equipment, as required.
17. Utilizes computer applications, as required.

**IMPORTANT FUNCTIONS:**

1. Performs miscellaneous minor services for the 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 golf facility; 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 an assigned 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 applicant to meet one of the following criteria:

1. Graduation from an accredited college or university with a Bachelor’s Degree in Agronomy, Horticulture or closely related field, with some golf course experience and supervisory experience;
2. Or an Associate’s Degree in Turfgrass Management or closely related field with two years of experience in golf course management including supervisory duties;
3. Or four years of golf course management experience including supervisory duties with a minimum of 15 semester hours of turfgrass management or closely related coursework from an accredited college or university;
4. 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; able to identify turf irregularities related to disease control; travels (including wading) within golf course water hazards to complete golf course maintenance work.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; subject to a variety of mechanical, electrical, and other safety hazards associated with working around a golf course facility and equipment; 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. 4979
Comments:	Updated Supervision and Essential Functions	Date: May 1, 2000

**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: \_\_\_\_\_