

SUPERINTENDENT OF GOLF COURSES

Code No: 3-15-010
COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position responsible for overseeing the daily operations and maintenance of a golf course owned and operated by a town. Duties involve managing the full operations of a golf course, including maintenance, scheduling play times, managing staff, and preparing the golf course for play. The employee reports directly to, and works under the general supervision of, the Town Supervisor or other higher-level staff member. General supervision is exercised over Supervisors of Parks and Golf Courses and other golf park maintenance staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Plans, assigns, trains, and supervises employees in the proper use of mowing equipment, methods and use of irrigation equipment, how to recognize disease or damaged turf, the application of grass seed, fertilizers, fungicides, insecticides and weed killers, minor park building repairs, and the clean-up of grounds.

Instructs employees in the preparation of the golf course for play such as pine and tee marker placement;

Operates golf and park equipment, including dump trucks, hydraulic mowing tractors, front end loaders, and other motorized mowing equipment, preparing the golf course for play;

Supervises and participates in irrigation and drainage system maintenance and installation;

Supervises and participates in landscape, tree, shrub, and other plant materials installation, maintenance, and removal;

Supervises and participates in the application and recording of chemical application (fertilizers, fungicides, and pesticides) on the grounds in compliance with all local, state, and federal regulations;

Interacts with cashiers, starters, rangers, and golf course professionals in matters relative to user impacts and concerns;

Receives reservations for golf course facilities and events;

Advises special interest groups and golf course users on the rules of the golf course;

Assists in the marketing of the golf course;

Prepares the budget;

Contacts vendors and requisitions supplies and equipment;

Supervises and participates in the maintenance of golf course equipment;

Supervises personnel hiring, evaluations, work schedules, and distributes workload;

Identifies safety problems that are hazardous to the public or town employees and notifies the Commissioner of Public Works and/or the Safety Officer;

Recommends modifications or introduces new design concepts for golf facilities and buildings;

Maintains records of daily work activities, such as chemical applications, fuel usage, etc.

Serves as public meeting department representative;

Completes vandalism and injury reports when required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of golf course maintenance; good knowledge of irrigation and drainage system of a golf course; good knowledge of the equipment used in the maintenance of a golf course; good knowledge of grass seed, fertilizers, fungicides, insecticides, and weed killers used in golf course maintenance; ability to recognize disease and damaged turf and prescribe treatment and control; ability to plan, schedule, and supervise the work of maintenance crews; ability to recognize potential safety hazards; ability to write brief reports and complete forms; ability to collect and compile budget information; ability to requisition supplies, materials, and equipment; ability to instruct and train employees in the use of equipment, chemicals, and golf course operations; ability to establish good working relationships with others; ability to communicate orally and in writing; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation with a Bachelor's degree, plus two (2) years paid full-time or its part-time equivalent experience in park and golf course maintenance and repair, one (1) year of which must have been in a supervisory capacity; OR,
- (B) Graduation with an Associate's degree, plus four (4) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (C) Six (6) years paid full-time or its part-time equivalent experience as defined in (A) above, one (1) year of which must have been in a supervisory capacity; OR,
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B), and (C) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS: Possession of a valid Commercial Pesticide Applicator Certification* issued by the New York State Department of Environmental Conservation (DEC)*.

*submit copy of certification at time of application

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

Monroe County Civil Service Commission

ADOPTED: June 6, 2024