

GOLF COURSE SUPERINTENDENT

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory position involving the planting, programming, staffing and maintenance of the Municipal Golf Course grounds and structures. This work involves the overall direction of grounds and building maintenance activities, as well as requiring supervision of a crew of equipment operators, laborers, custodians and cashiers in keeping golf course, ski trails and clubhouse in good condition. All work is performed under the general supervision of the Commissioner of General Services or their designee.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Supervises the operation, maintenance, repair, construction, and cleaning of a golf course and its facilities;
- Prepares annual budget proposals and administers an approved budget;
- Reports and requests repair, maintenance of facilities, refectory and dwellings within the golf course property;
- Provides for the safety of the public through visitor protection practices;
- Participates in the recruitment, selection, supervision and training of personnel;
- Recommends the selection of specified equipment for the maintenance and operation of the golf course;
- Maintains inventory of supplies and equipment;
- Prepares and carries out an effective safety program for personnel;
- Prepares requisitions and receives, accounts for and issues materials and supplies;
- Participates in the preparation of plans and specifications for construction improvements to the golf course;
- Administers a golf course in a manner that reflects sound budgetary practices, agency policy and efficient use of personnel;
- Ensures proper use and care of equipment, materials and supplies;
- Inspects conditioning of golf course, ski trails and building, directing repairs and maintenance, as necessary.
- Prepares and maintains necessary records and files;
- May advise on the construction, reconstruction and maintenance of a golf course;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of the procedures used in the maintenance, repair, construction and cleaning of a golf course and its facilities;
- Thorough knowledge of rules, regulations, practices and procedures in golf play;
- Good knowledge of procedures used in purchasing, allocating, maintaining and safeguarding golf equipment, materials and supplies;

- Good knowledge of procedures used in establishing personnel, equipment, financial and other records;
- Good knowledge of personal computers and office equipment;
- Ability to utilize advantageously available personnel, funds and equipment in the operation, maintenance, construction, repair and cleaning of a golf course and its facilities;
- Ability to plan and supervise the work of others;
- Ability to anticipate maintenance needs; due to weather, seasonal changes, type and degree of course use and related factors;
- Ability to requisition supplies and equipment and keep related records;
- Ability to prepare and present a workable budget;
- Ability to prepare clear, sound, accurate and informative reports;
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units;
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- Ability to establish and maintain effective interpersonal relationships;
- Ability to communicate effectively verbally and in writing;
- Good judgment;
- Tact and courtesy;
- Physical condition commensurate with the demand of the position.

MINIMUM QUALIFICATIONS:

- A) Graduation from a regionally accredited or NYS registered college or one accredited by the NYS Board of Regents to grant degrees with an Associate's degree in Golf Course Management or related field and two (2) years' experience in maintenance of a golf course in a responsible supervisory capacity; **OR**
- B) Graduation from high school or possession of an equivalency diploma and four (4) years' experience in maintenance of a golf course in a responsible supervisory capacity; **OR**
- C) Six years' experience in maintenance of a golf course in a responsible supervisory capacity; **OR**
- D) Any equivalent combination of training and experience as defined by the limits of (A) through (C) above.

NOTE:

- Satisfactory completion of a one-year program in Turf Management, Turf Science or Agronomy from an accredited college or university may be substituted for one (1) year of experience.

SPECIAL REQUIREMENTS:

- Possession of a valid New York State driver's license is required at time of appointment and for the duration of employment.
- Possession of a New York State Pesticide License at time of appointment and for the duration of employment.

Issued: Unknown

Revised: 2/24/21