



City of Casa Grande

Golf Course Superintendent

GENERAL PURPOSE: Under general supervision, supervises staff and manages the activities of inspection, maintenance and repair of City golf course, facilities and equipment.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates, supervises, and manages inspection, maintenance and repair of golf course and equipment, in compliance with Department procedures and City policies.
- Inspects golf course and supervises the maintenance programs.
- Supervises the care and maintenance of the clubhouse facility and the surrounding area.
- Supervises and participates in the propagation of grass and other plants, control of fungus, weeds and rodents, and the control of disease and harmful insects.
- Supervises staff and evaluates performance; monitors operations to identify and resolve problems and priorities; determines equipment, material and personnel needs.
- Reviews and inspects the work of the assigned staff to assure the work quality, and the timely accomplishment of assigned duties and responsibilities.
- Maintains records and logs of services performed and general maintenance information; analyzes costs, writes reports, and prioritizes work orders.
- Schedules routine and major work projects according to condition and expected use of areas.
- Estimates and requisitions materials, supplies and equipment.
- Assures compliance with all safety rules and regulations.
- Coordinates training programs.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: Supervisors and maintenance staff.

JOB DESCRIPTION
GolfCourseSuperintendent.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School diploma or GED equivalent, and five (5) year's golf course maintenance experience, including two years of supervisory experience.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of methods, materials, tools and equipment used in the operation, construction, installation and maintenance of golf courses.
- Knowledge of turf maintenance principles and techniques.
- Knowledge of the principles of record keeping and records management.

- Skill in interpreting and applying golf course standards and City policies and procedures.
- Skill in establishing cooperative working relationships with employees and City staff.
- Skill in supervision, coordinating staff, and delegating tasks and authority.
- Skill in promoting and enforcing safe work practices.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: Possession of a Valid Arizona Drivers License; specific technical training and certifications may be required.

Physical Demands / Work Environment: Work is performed outdoors and in repair and maintenance facilities.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.