



Office of Human Resources  
Assistant Superintendent Golf Course - CJ2739  
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### General Statement of Duties

Supervises a crew involved in the operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

### Distinguishing Characteristics

The Assistant Golf Course Superintendent is a working supervisor specifically assigned to supervising crews working at municipal golf courses. This class is distinguished from the Golf Course Superintendent that performs supervisory duties over working supervisory and non-supervisory employees involved operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

### Level of Supervision Exercised

Supervises two or more employees working on a crew and multiple seasonal employees.

### Essential Duties

Supervises and works in a crew involved in the operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

Trains employees in day to day procedures and safety standards and ensures compliance.

Supervises and performs application of chemicals such as fertilizers, pesticides, and insecticides to treat the course and the grounds. Independently calibrates application equipment, determines product rates based on label requirements, mixes and loads products, and keeps records required by division standards.

Operates and oversees operation of equipment. Directs employees to operate and maintain turf grass equipment.

Independently monitors and makes repairs to irrigation system.

Prepares work records and reports.

Serves in the Golf Course Superintendent's capacity during his/her absence.

Reviews, develops, and/or modifies work plans, methods, and procedures, determines work priorities, and develops work schedules to provide adequate staff coverage. Provides work instruction, assists employees with difficult and/or unusual assignments, and encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Participates in conducting hiring interviews and makes recommendations for selecting candidate(s) for job opening(s).

Resolves problems, mediates conflicts encountered during daily operations, determines appropriate solutions, and promotes teamwork. Encourages regular communication and informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Receives formal and informal grievances and conducts preliminary discussions for settlement when necessary.

Supervises and works in a crew involved in snow removal and winter maintenance operations.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Decision Making** – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Influencing** - Collaborates with, persuades and influences others.

**Reading** - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

**Technical Competence** – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Written Communication** – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

### **Knowledge & Skills**

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

### **Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

### **Experience Requirement**

Three (3) years of experience in golf course maintenance.

### **Education & Experience Equivalency**

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

Possession of a Qualified Supervisor Turf Pest Control License from the Colorado Department of Agriculture prior to the completion of the probationary period.

By position, may require a Colorado Class "R" Driver's License by the completion of probation.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.

Potential exposure to hazardous conditions where there is danger to life, body, and/or health.

Potential exposure to hazards from electro/mechanical/power equipment.

Potential exposure to heat temperatures, hot enough to cause marked bodily discomfort.

Potential exposure to temperature changes: variations in temperature from hot to cold.

Noise: sufficient noise to cause distraction or possible hearing loss.

Subject to injury from moving parts or equipment.

Subject to long irregular hours.

Subject to: vibrations and strain on the body to cause bodily harm if endured daily.

**Level of Physical Demand**

3-Medium (20-50 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distance and space relationships.

Eye/hand/foot coordination: performing work through using two or more.

Field of Vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching, or otherwise working with fingers.

Handling: seizing, holding, grasping, or otherwise working with hands.

Hearing: perceiving the nature of sounds by the ear.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Reaching: extending the hand(s) and arm(s) in any direction.

Standing: remaining on one's feet in an upright position.

Stooping: bending the body by bending spine at the waist.

Talking: expressing or exchanging ideas by means of spoken words.

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot.

**Background Check Requirement**

Criminal Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

Labor and Trades Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: J-618**

**FLSA Code: N**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**