



Office of Human Resources  
Golf Course Operator - CJ2527  
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### General Statement of Duties

Manages the day to day operation of a city golf course.

### Distinguishing Characteristics

Golf Course Operator manages the day to day operations of a city golf course. It is distinguished from Assistant Golf Professional, which is a non-supervisory class performing golf professional duties at the standard/intermediate performance level. Golf Course Operator is also distinguished from Golf Professional. Golf Professional is a supervisory class that also carries out full performance level golf professional duties and responsibilities.

### Level of Supervision Exercised

Performs supervision over sub professional employees.

### Essential Duties

Supervises and performs ground and building maintenance for golf courses.

Monitors daily play and enforcement of rules and regulations.

Performs grounds equipment maintenance, and determines additional equipment needs.

Purchases operational supplies for city golf courses.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Implements and interprets policies and procedures developed by higher level managers or supervisors.

Assists in developing, recommending and coordinating the implementation of new procedures for the assigned function or unit.

Implements safety standards and develops procedures to ensure compliance.

Some positions develop and manage the budget for the golf course, monitor fee collection and authorize expenditures to accomplish objectives.

Some positions review the management of the concessionaire for effective operation.

Develops the performance evaluation program for functions within the unit, monitors and documents employee performance, provides ongoing feedback regarding levels of performance, and formally evaluates employees in relation to performance.

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

Performs other related duties as assigned or requested.

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 budgeting principles and practices sufficient to be able to assume budgetary responsibilities as required.

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.

Knowledge of inventory techniques sufficient to be able to maintain adequate levels of supplies.

Skill in maintaining and repairing equipment common to the field.

**Education Requirement**

Associate's Degree.

**Experience Requirement**

Three (3) years of experience in golf course maintenance and assisting in the operation of a golf course.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

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

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

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

### Working Environment

Atmospheric Conditions: conditions that affect the skin or respiratory system.  
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 Humid conditions with high moisture content to cause bodily reactions.  
Potential exposure to temperature changes: variations in temperature from hot to cold.  
Handles absentee replacement on short notice.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Pressure due to multiple calls and inquiries.  
Subject to hazards of flammable, explosive gases.  
Subject to long irregular hours.  
Subject to many interruptions.  
Subject to varying and unpredictable situations.  
Temperature Changes: variations in temperature from hot to cold.  
Wet: frequent contact with water or other liquid.

### 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.):

Balancing: maintaining body equilibrium to prevent falling over.  
Carrying: transporting an object, usually by hand, arm, or shoulder.  
Climbing: ascending or descending objects usually with hands/feet.  
Color Vision: ability to distinguish and identify different colors  
Crawling: moving about on hands and knees or hands and feet.  
Crouching: bending body downward and forward by bending legs.  
Depth Perception: ability to judge distance and space relationships.  
Eye/hand/foot coordination: performing work through using two or more.  
Feeling: perceiving attributes of objects by means of skin receptors.  
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.  
Kneeling: bending legs to come to rest on one or both knees.  
Lifting: Raising or lowering an object weighing no more than 50 pounds, from one level to another.  
Pulling: exerting force on an object so that it is moving to the person.  
Pushing: exerting force upon an object so that the object is away.  
Reaching: extending the hand(s) and arm(s) in any direction.  
Repetitive motions: Making frequent movements with a part of the body.  
Sitting: remaining in the normal seated position.  
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  
Education Verification

**Assessment Requirement**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-808  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**