



Office of Human Resources  
Golf Course Superintendent - CJ2740

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### General Statement of Duties

Performs supervisory duties over non-supervisory and/or working supervisory employees involved in the operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

### Distinguishing Characteristics

This class is distinguished from the Operations Supervisor that performs supervisory duties over non-supervisory and/or working supervisory employees involved in the operation, construction, maintenance, and/or repair of City facilities, infrastructure, parks, and urban forests or in the collection and disposal of solid waste. The Golf Course Superintendent is also distinguished from the Assistant Golf Course Superintendent which is a working supervisor that supervises a crew involved in the operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

### Essential Duties

Directs and supervises working supervisors and other employees involved in the operation, maintenance and repair of municipal golf course grounds, facilities and equipment.

Oversees the operation and maintenance of the irrigation system. Assists in the planning and development of new, modified or redesigned irrigation systems.

Plans and supervises the 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.

Coordinates maintenance activities with golf course professional staff and schedules maintenance practices around public play and outings to maximize efficiency and minimize disruption to public play.

Recommends process improvements and changes in practices and procedures to increase operating efficiency and expedite work flow.

Implements safety standards and develops procedures to ensure compliance.

Prepares work records and reports.

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.

Conducts hiring interviews and selects 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 the performance enhancement plan, documents performance, provides performance feedback, formally evaluates the work of the employee, and provides reward and recognition for proper and efficient performance. Develops and implements training and development plans and opportunities for subordinate staff.

Documents causes for disciplinary action, initiates letters of reprimand, and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; operates within budget parameters; adjusts work plans/activities as a result of budget changes.

By position, monitors contracts to ensure compliance with contract requirements. Verifies that contractors have met contract goals and provided required reports and documentation. Reviews and resolves differences in areas of non-compliance, and addresses other concerns as necessary.

By position, implements and monitors snow removal and winter maintenance operations.

By position, performs the duties of the positions supervised.

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 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.

**Level of Supervision Exercised**

Supervises working supervisory employees and/or non-supervisory employees.

**Education Requirement**

Associate's Degree in Turf Management or other related field or a Golf Course Superintendent (CGCS) certification.

**Experience Requirement**

Three (3) years of experience in the operation, maintenance and repair of golf course grounds, facilities and equipment at the type and level of an Assistant Golf Course Superintendent.

**Education & Experience Equivalency**

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

**Licensure & Certification**

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

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

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 heat temperatures, hot enough to cause marked bodily discomfort.  
Potential exposure to temperature changes: variations in temperature from hot to cold.  
Potential exposure to hazards from electro/mechanical/power equipment.  
Potential exposure to hazardous conditions where there is danger to life, body, and/or health.  
Handles emergency or crisis situations.  
Handles absentee replacement on short notice.  
Noise: sufficient noise to cause distraction or possible hearing loss.  
Subject to injury from moving parts or equipment.  
Subject to many interruptions.

**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 equilibrium.

Climbing: Ascending or descending an object or ladder.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.  
Sitting: Remaining in a stationary position.  
Standing: Remaining in a stationary position.  
Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Employment Verification  
By position, Motor Vehicle Record  
Education Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** J-812  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**