

**MAJOR FUNCTION**

This is responsible supervisory work in directing the maintenance activities of the municipal golf courses. The work involves responsibility for supervising employees engaged in maintaining and repairing golf course facilities to include golf greens, tees, fairways, roughs, hazards, trees, plants, sprinkler systems and general grounds of more than one golf course. Work includes physical participation in the more difficult tasks and includes participation in the placement, training, safety and discipline of subordinates. Work is performed with considerable independence requiring judgment and initiative under the general supervision of the General Manager of Golf. Work is reviewed through inspections, analysis of reports, conferences and evaluation of results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Directs the maintenance activities of the municipal golf courses, consisting of precision care of the golf greens and the application of insecticides, herbicides and fungicides. Plans, organizes and directs the construction of greens, tees and fairways. Supervises the mowing, watering, and maintenance of tees, greens, fairways and related areas. Works directly with Fleet in regards to equipment needs such as greens mowers, verti-cut machines, aerators, small lawn mowers, sprayers, and other specialized equipment. Manages the personnel activities of golf course maintenance personnel. Instructs and trains personnel in proper working methods, performance standards, and safety requirements for equipment utilized in the repair and maintenance of golf course grounds and equipment and enforces safety standards and regulations. Supervises and coordinates the activities of workers engaged in the maintenance and preservation of the grounds, to include determination of work schedules and priorities. Maintains records, prepares annual budget, work programs priorities and ensures that expenditures are made within the approved budget. Prepares periodic schedules of maintenance activities and attends meetings. Performs related work as required.

**Other Important Duties**

Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the construction and maintenance of golf course tees, fairways, and greens. Considerable knowledge of the production and maintenance of the types of turf used on golf courses. Considerable knowledge of the planting, cultivating, pruning and caring for plants, shrubs and trees. Considerable knowledge of the characteristics and proper uses of various fertilizers, soil conditioners, herbicides, pest control methods and materials, drainage control methods and watering and irrigation systems including wells, pumps and automatic controls. Considerable knowledge of occupational hazards and safety precautions required of the work. Ability to plan, coordinate, and supervise work activities and establish uniform rules, practices and procedures. Ability to communicate effectively both orally and in writing. Skill in the use of microcomputers and the programs and applications necessary for successful job performance.

**Minimum Training and Experience**

Possession of an associate's degree in golf course operations or a related field and three years of experience that includes the maintenance of golf courses, grounds, equipment and irrigation systems at an 18-hole golf course; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

**Necessary Special Requirements**

Must possess a Florida Commercial Restricted Use Pesticide license at the time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

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