

Job Title: **Greens Superintendent**

Classification: **Exempt-Professional**

Department: Golf Course



Division: Greens

Supervisor: Golf Director

Effective: 08/08/2022

I. JOB SUMMARY

This position is responsible for the maintenance, operation and management of the Shary golf course grounds for the City of Mission. The Greens Superintendent directs and participates in the maintenance of the golf course tees, greens, fairways, and cart paths; supervises the maintenance and repair of motorized and other mechanical equipment. Individual is responsible for ordering fertilizer and other equipment needed for repairs for golf course. Greens Superintendent will meet with the Golf Director to work on budget for ordering supplies needed throughout the year for the maintenance of the golf course. Individual will perform other duties when needed by supervisor/Golf Director/Golf Pro.

II. EDUCATION REQUIREMENTS

- High school diploma or GED required.
- A Bachelors degree in Turfgrass, Horticulture, Agriculture, or related field preferred.
- A minimum of four (4) years supervisory and managerial experience in the field of golf greens keeping may substitute for degree requirement or a minimum of two (2) years with degree and six (6) years without degree of progressive experience in a supervisory/managerial capacity in the field of golf greens keeping preferred
- Specialized training in herbicides and pesticide application, turfgrass maintenance practices, and golf course grounds management required.
- A current Texas Structural Pest Control Board Certification in "Lawn and Ornamental" and "Weed Control" categories required.
- Previous work experience with municipal golf courses preferred.

III. EMPLOYMENT REQUIREMENTS

- Applicant will be subject to a complete background investigation. Incomplete, inaccurate and/or failure to report information will cause the applicant rejection from consideration
- Applicant must take and pass a drug, physical, and pre-placement screenings administered by the City of Mission doctor at the City's expense.
- Applicant must have a current valid class "C" driver license from the department of Public Safety with no more than two (2) moving traffic violations within the past two (2) years.

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IV. SKILL AND ABILITY REQUIREMENTS

- Ability to resolve personnel and work complaints or issues.
- Ability to plan and create turf maintenance and fertilization programs
- Ability to plan and arrange under specified standard practices own work schedule and those under supervision.
- Ability to originate, plan, adapt, invent, and continue to accomplish tasks necessary to run golf course in an efficient manner.
- Ability to direct, manage, and administer the staff personnel to insure cooperation and maximum customer (golfers) satisfaction.
- Ability to move hand easily and skillfully to handle/operate tools/machines required to perform task(s).
- Ability to perform all job functions with special attention to safety and City policies and procedures related to the job position.

V. EQUIPMENT/MATERIALS

General office and safety equipment/materials to include but not limited to the following:

- City vehicle, Copy machine, Golf cart
- Golf balls, Telephone, Small power tools
- Fax machine, Riding lawn mower, Golf clubs
- Turf grass, Cell phone, Hard hat
- Personnel Policy Manual

VI. ESSENTIAL JOB FUNCTION

- Planning, laying out, and supervising the maintenance of greens, tees, fairways and driving range.
- Schedules work and supervises the employees and the use of the equipment.
- Instructs and trains the equipment operators on the operation and care of mowing and other equipment.
- Supervises pesticides applications and/or operates and calibrates pesticide application on equipment.
- Supervises and participates in the operation and maintenance of pumps, and in the maintenance of irrigation and drainage systems.
- Supervises personnel management and evaluation, employee safety, discipline and may also modify the daily work schedule, based on professional interpretation.
- Attends a variety of workshops and seminars related to the maintenance of the golf course.
- Supervises and manages departmental attendance requirements.

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- Performs required maintenance on power equipment as scheduled and/or directed by the Golf Director.
- Performs minor maintenance on walkways, roadways, and buildings on the golf course.
- Performs all job functions with special attention to safety and City policies and procedures related to the job position.
- Reports maintenance, irrigation, chemicals and fertilizer needs to the Golf Director.
- Other duties as assigned by the Golf Director

VII. NON-ESSENTIAL JOB FUNCTIONS

- Setting up for golf tournaments.
- Assisting with golf tournaments.
- Attend and participate in City of Mission Events

VIII. WORK ENVIRONMENT

Exposure to the following environmental conditions are required for this job.

	Amount of Time		
	Under 1/3	1/3 to 2/3	Over 2/3
Wet humid conditions (non-weather)		X	
Work near moving mechanical parts		X	
Work in high, precarious places	X		
Extreme heat (non-weather)			X
Extreme cold (non-weather)	X		
Outdoor weather conditions			X
Fumes or airborne particles		X	
Toxic or caustic chemicals	X		
Risk of electrical shock	X		
Work with explosives	X		
Risk of radiation	X		
vibration	X		

IX. MANUAL DEXTERITY

Gross and fine finger dexterity are required to perform essential job functions. Gross hand manipulation is performed to grip small power tools to do repairs and maintain the Shary golf course.

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X. PHYSICAL DEMAND ANALYSIS**MATERIAL HANDLING ACTIVITIES**

Task	Weights	Frequency	Performance
LIFTING	Up to 5 lbs	O	Chemical bags, bags of seed, oil cans, Power tools
	6-10 lbs	O	Chemical bags, bags of seed, mower blades
	11-20 lbs	O	Chemical bags, bags of seed, mower blades
	21-25 lbs	O	Chemical bags, bags of seed
	26-50 lbs	O	Chemical bags, bags of seed
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
CARRYING	Up to 5 lbs	O	Chemical bags, bags of seed, oil cans, Power tools
	6-10 lbs	O	Chemical bags, bags of seed, mower blades
	11-20 lbs	O	Chemical bags, bags of seed, mower blades
	21-25 lbs	O	Chemical bags, bags of seed
	26-50 lbs	O	Chemical bags, bags of seed
	51-75 lbs	N	
	76-100 lbs	N	
	Over 100 lbs	N	
PUSH/PULLING	Up to 5 lbs	O	Chemical bags, bags of seed, oil cans, Power tools
	6-10 lbs	O	Chemical bags, bags of seed, mower blades
	11-20 lbs	O	Chemical bags, bags of seed, mower blades
	21-25 lbs	O	Chemical bags, bags of seed
	26-50 lbs	O	Welding Rig
	51-75 lbs	O	Hydraulic Lift
	76-100 lbs	N	
	Over 100 lbs	N	

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

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NON-MATERIAL HANDLING ACTIVITIES

Task	Frequency	Performance
CLIMBING	F	Golf club stairs.
BALANCING	F	Inventory boxes, sacks of turf grass, bucket of golf balls.
STOOPING (bending at waist)	O	Exam turf grass, move materials and equipment
KNEELING (one or both knees)	O	Exam turf grass, move materials and equipment
CROUCHING (bending at hips/knees)	O	Exam turf grass, move materials and equipment
CRAWLING	N	
REACHING	F	Turf grass, materials, equipment, telephone, books, pens,
TWISTING/TURNING (rotation)	O	Chair, vehicle, while standing viewing grass turf
HANDLING (manipulated objects)	F	Turf grass, telephone, books, pens, equipment, materials, golf cart, city vehicle
STANDING	F	Greet golfers, meetings, examining turf grass.
WALKING	F	Greet golfers, meetings, examining turf grass.
SITTING	O	City vehicle, meetings, doing paperwork, riding lawnmower
FINGERING (finger dexterity)	F	Turf grass, telephone, books, pens, equipment, materials, golf cart, city vehicle, papers, computer, cell phone
GRASPING (whole hand activities)		Turf grass, telephone, books, pens, equipment, materials, golf cart, city vehicle papers, computer, cell phone

N-Never O-Occasional 1-33% F-Frequent 34-66% C-Constant 67-100%

I, _____ understand the physical demands, work environment factors and mental functions of this job. I can fulfill the essential functions of this position as described in this job description.

 Applicant Signature

 Date