



## Job Description

### Golf Course Superintendent

Pay Grade: G10

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**Employment Status:** Full-Time

**FLSA Status:** Exempt

**Experience Required:** Minimum three (3) years of experience in developing and managing Golf Course Turf Maintenance programs or equivalent combination of education and experience.

**Minimum Education Requirements:** Associate degree in a Golf Course Maintenance Operations, Turf Management or a related field.

**Department:** Golf

**Direct Supervisor:** Golf Course Director

**Supervisory Responsibility:** Direct (x); Indirect (x)

**Primary Work Location:** Works both inside in an office and outside on the golf course.

**Certification:** Valid State of Florida driver's license. Pesticide restricted use license for turf and ornamental applications.

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**Job Summary:** Responsible for the overall maintenance, management, and agronomic planning of the Oaks and Pines courses and Practice Facilities.

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#### Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Plan and supervise all aspects of daily golf course maintenance, including mowing, bunker preparation, tee and green care, and tree management.
- Implement and adjust agronomic programs, including fertilization schedules, soil amendments, and turf health monitoring.
- Manage and maintain a high-functioning irrigation system; monitor soil moisture levels, adjust run times, and perform regular maintenance.
- Execute integrated pest management (IPM) strategies to control disease, weeds, and insects, prioritizing environmentally conscious methods.
- Coordinate with the Golf Course Director on long-term planning, renovations, drainage upgrades, and tree thinning projects.
- Manage course-related capital improvements and special projects including cart path maintenance, bunker renovations, and erosion control.
- Supervise the recruitment, training, development, and evaluation of all maintenance staff.
- Ensure the safe operation and upkeep of all course maintenance equipment and tools.
- Maintain detailed records for budgeting, chemical applications, irrigation logs, and maintenance schedules.
- Communicate regularly with the golf professional staff regarding course conditions, maintenance schedules, and tournament setup.
- Monitor tree health and coordinate arborist support or tree removal when necessary for turf health or safety.
- Uphold and enforce OSHA and other applicable safety regulations.
- Assist in the development of annual operational budgets and monitor spending throughout the fiscal year.
- Perform other job duties as assigned.



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### **Knowledge, Skills, and Abilities (KSA's) for Position**

An employee in this class must have the following knowledge, skills, and abilities upon application:

#### **Knowledge**

- Golf rules and etiquette.
- Modern methods, practices, tools and equipment used in developing and maintaining greens on a golf club and other related areas as described.
- Growing and care of turf, trees, and plants native or adaptable to the southeastern United States.
- General golf club operations.
- Budget preparation.
- Maintenance and repair of the equipment used.
- City's functions, policies, and procedures.

#### **Skills**

- Oral communications and relational skills.
- Public relations and customer service.
- Use of office equipment including computer, printer, fax, and copier.
- Use and operation of mowers, tractors, trucks, spray machines, pesticide systems, and other tools and equipment used in the care and maintenance of golf club and related park and recreational areas or City owned properties.
- Follow and relay oral and written instructions, policies and procedures.

#### **Abilities**

- Work outside in varying weather conditions with dust, pollen, and chemicals.
- Plan, schedule, and supervise multiple projects.
- Plan and direct the work of others.
- Keep accurate records and make timely written reports.
- Understand and carry out oral and written instructions.
- Present self in a professional manner to the general public.

### **Physical Demands**

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The following physical abilities are required:

- Crouching: Bending the body downward and forward by bending leg and spine.
- Feeling: Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
- Grasping: Applying pressure to an object with the fingers and palm.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.



## Job Description

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Pay Grade: G10

---

- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Hearing 2: Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Kneeling: Bending legs at knee to come to a rest on knee or knees.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Reaching: Extending hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing: Particularly for sustained periods of time.
- Stooping: Bending body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Talking 2: Shouting in order to be heard above ambient noise level.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.
- Visual Acuity 2: Including color, depth perception, and field vision.
- Visual Acuity 3: Visual Acuity to determine the accuracy, neatness, and thoroughness of the work assigned or to make general observations of facilities or structures.
- Visual Acuity 4: Have visual acuity to operate motor vehicles and/or heavy equipment.
- Visual Acuity 5: Have close visual acuity to perform an activity such as: visual inspection involving small defects, small parts, operation of machines; using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

\*\*This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

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## Job Description

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#### Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.
- ☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

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Employee Signature

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Date

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Supervisor Signature

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Date

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Human Resources

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Date