



Job Description

Assistant Golf Course Maintenance Manager

Pay Grade: G07

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: Bachelor's Degree in a Golf Course Maintenance Operations, Turf Management or a related field.

Department: Recreation.

Direct Supervisor: Golf Course Maintenance Manager.

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

Job Summary: Responsible technical work planning, directing, and supervising the maintenance of the golf club grounds.

Essential Job Functions

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

- Plan work programs, utilizing experience and established agronomic practices to improve and maintain turf and playing conditions of golf club.
- Plan new areas or changes at a golf club and supervise workers engaged in cultivation, grading, seeding, and sodding of areas.
- Order and evaluate test results of soil and turf samples and direct application of fertilizers, lime, insecticide, fungicide, and other pesticide products.
- Inspect turf to designate height and frequency of mowing; determine need for supplemental irrigation to sustain or increase growth.
- Supervise employees involved in maintaining trees, fairways, greens, roughs, traps, and ditches, cutting grass, dressing greens, sodding, fertilizing, pesticides, seeding, watering and removing foreign grass.
- Supervise such work as moving cups and placing flags on golf greens and treating greens and other turf areas for control of earth vermin, insects, and grass disease.
- Responsible for maintenance of a reporting system that accurately reflects quantity, quality, and status of programs, projects and activities.
- Prepare cost estimates, requisition supplies, and assist in budget preparation.
- Prepare various reports and maintain records.
- Supervise employees involved in the maintenance and repair of golf club maintenance equipment.
- Select, train, supervise, and evaluate subordinate employees.
- 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.
- 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.



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- 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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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:

Employee Signature

Date

Supervisor Signature

Date

Human Resources

Date